Cape Breton Regional Municipality

Council Meeting

AGENDA

Tuesday, June 26th, 2018

6:00 P.M.

Council Chambers
2nd Floor, City Hall
320 Esplanade, Sydney, NS
Roll Call

O’Canada

Moment of Silent Reflection

1. APPROVAL OF MINUTES: (Previously Distributed)
   ➢ Special Council – May 29\textsuperscript{th}, 2018

2. PROCLAMATIONS & RESOLUTIONS:

   2.1 CBRM Council to Write Letter advocating for Library Technicians in Elementary Schools: 
   Councillor Amanda McDougall, Councillor Kendra Coombes, Councillor Steve Gillespie (See page ____)

3. DELEGATION:

   3.1 Port Hawkesbury Paper Forest Management Practices: Mr. Andrew Fedora, CFT – Leader in Sustainability & Outreach Port Hawkesbury Paper LP (See page ____)

4. STREET CLOSING – PUBLIC HEARING:

   4.1 Request for Street Closure – PID 15879992 Bradbray Lane, Sydney (Off Victoria Road – Whitney Pier): Sheila Kolanko, Senior Paralegal and Property Manager (See page ____)

Continued…
5. **PLANNING ISSUES:**

5.1 **FINAL APPROVAL:**

   a) **Land Use Bylaw Text Amendment Application – Case #1045 – (PID 15199870) Keltic Drive Business Corridor (KBC) Zone**

   **Breton Law Group:** Karen Neville, Planner (See page 20)

   Full Report (with attachments) on Community Meeting held June 13, 2018 – attached separately

   **NOTE:** Public Hearing was held on May 29, 2018.

5.2 **APPROVAL TO ADVERTISE:**

   a) **Municipal Planning Strategy Amendment Application # 1042:**

   **Kent Building Supplies Ltd., Grand Lake Road, PID 15603590:** Karen Neville, Planner

   Committee recommends approval to advertise notice of Public Hearing to be held at a future meeting of Council to consider the Municipal Planning Strategy and Land Use Bylaw Amendment Application #1042 by WSP on behalf of Kent Building Supplies Ltd., to allow the construction of a Kent Building Supplies store and possible commercial and residential phases on PID 15603590, Grand Lake Road. (See page 24)

6. **CORPORATE SERVICES ISSUES:**

6.1 **Lease Renewal – Main-A-Dieu Community Development Association, 2886 Louisbourg-Main-a-Dieu Road, Main-a-Dieu:** Sheila Kolanko, Senior Paralegal and Property Manager (See page 32)

6.2 **Lease Renewal / Sydney Mines Investment Cooperative Limited - Martha Hollett Memorial Library, 1 Fraser Avenue, Sydney Mines:** Sheila Kolanko, Senior Paralegal and Property Manager (See page 34)

6.3 **Seaview Manor, Glace Bay:** Demetri Kachafanas, Regional Solicitor (See page 35)

6.4 **Request for Coordinated Response to “Economic Impact of International Students in Atlantic Canada”:**

   Councillor Amanda McDougall (See page 40)

   Continued…
7. **PROTECTIVE SERVICES ISSUE:**

7.1 **New Staff Appointment – Fire Prevention Officer(s):** Deputy Fire Chief Gilbert MacIntyre (See page **48**)

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8. **BUSINESS ARISING:**

8.1 **Council – May 29, 2018:**

a) **Report: Call for Expressions of Interest – Citizen Representatives on Committees:** Deborah Campbell Ryan, Municipal Clerk (See page **51**)

*Note:* Public Report to be circulated at the meeting.

8.2 **General Committee – June 5, 2018:**

a) **Request to Review the Cape Breton Regional Municipality’s Council Agenda Policy:** Deborah Campbell Ryan, Municipal Clerk (See page **54**)

Committee recommends approval of the amendments to the Council Agenda Policy as outlined, including:

- The Deputy Mayor shall be a member of the Agenda Review Committee (together with the Mayor, CAO and Clerk or their designate).
- The Agenda Review Committee shall have the authority to delete, defer or refer agenda requests, and an explanation shall be provided. The Deputy Mayor is responsible to report to Council members and the CAO shall be responsible to advise staff regarding the reason their request has been denied.
- The deadline for regular agenda items to be submitted to the Clerk’s Department shall be 4:30 p.m. seven days preceding the meeting.
- A Councillor Agenda Request Form be adopted as an appendix to the Policy.
- Approval of the Agenda be added to the Order of Business for regular committee and council meetings, and any items added or deleted from an agenda during a meeting will require a motion with a majority vote.

b) **Transfer Station Lease Agreement:** Francis Campbell, Manager of Solid Waste

Committee recommends that CBRM exercise the right to purchase the transfer station pursuant to the exiting lease agreement, as outlined in the staff Issue Paper dated June 2018. (See page **90**)

*Continued...*
BUSINESS ARISING General Committee – June 5, 2018 (Cont’d):

c) **Low-Income Tax Exemption Program:** Jennifer Campbell, Chief Financial Officer

Committee recommends approval of the draft proposed Low-Income Tax Exemption Policy and the amended Tax Collection Policy as presented in the staff Issue Paper dated May 7, 2018. (See page _93_)

➢ Water Rate Collection Policy – Proposed Amendments: (See page _112_)

d) **Resolution for Pre-Approval of Debt Issuance:** Jennifer Campbell, Chief Financial Officer

Committee recommends pre-approval of the Debenture Issuance for the MFC Fall Debenture in the amount of $12,975,000 for Capital projects approved and completed in the fiscal year 2016-2017. (See page _117_)

e) **Borrowing Resolution, Operating:** Jennifer Campbell, Chief Financial Officer

Committee recommends approval of the renewal of the Borrowing Resolution for the Operating Line of Credit in the amount of $44,000,000 with the Bank of Montreal for the 2018/2019 fiscal year to finance short term operations and bridge financing for capital projects. (See page _120_)

f) **Borrowing Resolution, Lease Facility:** Jennifer Campbell, Chief Financial Officer

Committee recommends approval of the renewal of a Lease Facility with a limit of $2,000,000 with the Bank of Montreal for the 2018/2019 fiscal year to allow CBRM departments to opt to finance equipment purchase through a capital lease agreement. (See page _122_)

g) **RC3 Meetings Policy – Proposed Amendments:** Deborah Campbell Ryan, Municipal Clerk

Committee recommends approval of the amendment to the RC3 Meetings Policy to state that the regular monthly meetings of CBRM Council are between the hours of 6:00 p.m. and 10:00 p.m.; subject to the decision of Council to go beyond the adjournment time to conclude regular agenda items. (See page _124_)

Continued…
BUSINESS ARISING General Committee – June 5, 2018 (Cont’d):

h) **Borrowing Policy – Proposed Amendments:** Jennifer Campbell, Chief Financial Officer

Committee recommends approval of the proposed amendments to the Borrowing Policy as outlined in the staff Issue Paper dated May 10, 2018. (See page 127)

i) **Council Appointments to Internal and External Committees – Term (Amendments to RC4 Committees Policy):** Deborah Campbell Ryan, Municipal Clerk

Committee recommends approval of the proposed amendments to RC4 Committees Policy as presented in the staff report dated May 30, 2018. (See page 132)

j) **Municipal Grants Program Policy – Amendments:** Jennifer Campbell, Chief financial Officer

Committee recommends approval of the proposed amendments to the Municipal Grants Program Policy as outlined in the staff Issue Paper dated May 11, 2018. (See page 143)

9. **FINANCIAL REPORTS:** Jennifer Campbell, Chief Financial Officer
   For Information Only

   9.1 **Draft Unaudited CBRM Statements to March 31, 2018:** (See page 153)

   9.2 **Draft Unaudited Port of Sydney Development Corporation to March 31, 2018:** (See page 178)

ADJOURNMENT
RESOLUTION
CBRM Council to Write Letter Advocating for Library Technicians in Elementary Schools

Whereas: At the June 11th meeting of the Cape Breton Victoria Library Board, members discussed at length the negative impact losing Library Technicians will have on our local elementary school students, teachers and also public libraries;

And Whereas: The recent dismissal of Library Technicians within the Cape Breton Regional Centre for Education is a tremendous loss for elementary students due to the negative impact it has on their literacy development. Library Technicians source books and resources for students, they follow the progress and interests of individual children pertaining to their literacy need and do so while following the curriculum outcomes for the various education and needs level of individual students;

And Whereas: The expectation that classroom teachers should take over the roles of the Library Technicians is simply not feasible. The responsibilities of teachers in the classroom are already substantial and wide-ranging, to expect them now to have the knowledge and training Library Technicians are required to run efficient and learning based libraries is not reasonable;

And Whereas: The impact of losing Library Technicians will also result in addition stress on our own Public Libraries and their staff. Library funding has not increased in over 8 years while programs and demands have steadily increased at each branch. It is again simply not feasible for our local libraries to be expected to fill the gap that losing functional libraries within our elementary schools will inevitably create;

Be It Therefore Resolved: That CBRM Mayor Cecil P. Clarke and Council go on record by way of writing a letter to the Nova Scotia Department of Education and Minster of Education, Zach Churchill, expressing the importance of supporting child literacy by reinstating Library Technicians in the Cape Breton Regional Centre for Education.

Councillor Amanda McDougall
CBRM District #8

Councillor Kendra Coombs
CBRM District #11

Councillor Steve Gillespie
CBRM District #4
13/04/2018

Mayor Cecil Philip Clarke
Cape Breton Regional Municipality
320 Esplanade
Sydney, Nova Scotia B1P 7B9

RE: Request to discuss Port Hawkesbury Paper Forest Management Practices with Council

Dear Mayor Clarke:

Port Hawkesbury Paper LP requests an opportunity to meet with you and your council. We would like to discuss and provide you with first-hand insight on our wood utilization and forest management practices. We would also like to take the opportunity to update you on the overall state of our business and our environmental performance.

Please contact me at your earliest convenience to arrange a suitable date and time. I am most easily reached at (902) 623-0011 or andrew.fedora@porthawkesburypaper.com.

I look forward to your response and to meeting with you soon. Thank you for your time.

Sincerely,

ORIGINAL SIGNED BY

Andrew Fedora CFT
Leader In Sustainability & Outreach
Port Hawkesbury Paper LP
Crown Land Forest Management

Report Inconsistent Practices
Maritime SFI Implementation Committee 1-800-631-3657
Port Hawkesbury Paper 1-866-875-1869
woodlands@porthawkesburypaper.com

Perception

Emotion

Opinion
Perception

Fact
Emotion
Opinion
Fact

Protected Areas?
Crown License Utilization

PHP FULA Landbase

- Protected / Inoperable
- Restricted (SMP)
- Unrestricted

Clearcuts?
Clearcut / Non Clearcut

2014 = 56% CC

- Average yearly crown harvest = 5,500 hectares
- Average yearly clearcut harvest = 2,621 hectares
- Average yearly silviculture (tending) = 4,115 hectares

Herbicides?
Certification?

Biomass & Hardwood?
CAPE BRETON REGIONAL MUNICIPALITY

NOTICE - STREET CLOSING

Unopened Street Reserve known as Bradbray Lane running off Victoria Road, Sydney, Nova Scotia, Measuring Approximately 1600 square feet +/-

TAKE NOTICE that the Council of the Cape Breton Regional Municipality intends to close Unopened Street Reserve known as Bradbray Lane running off Victoria Road, Sydney, Nova Scotia, measuring approximately 1600 square feet +/- more or less, which is more particularly delineated on a plan of survey prepared by Prendergast Surveys Ltd., NSLS, dated 07 May 2018.

A public hearing in relation to the closing of a portion of the said lane will be held on Tuesday, the 26th day of June, 2018, at 6:00 p.m. at the Council Chambers, 2nd Floor, Civic Centre, 320 Esplanade, Sydney, Nova Scotia, at which time Council will hear those in favour and those opposed to the closing of a portion of this lane.

Signed: Deborah Campbell Ryan
Municipal Clerk
June 13, 2018
Request for Street Closure – PID 15879992 Bradbray Lane, Sydney (Off Victoria Road – Whitney Pier) File No, 07621:

**Motion:**
Moved by Councillor MacLeod, seconded by Councillor Coombes, that staff be directed to take all the necessary steps in the Street Closing process for PID 15879992, Bradbray Lane, Sydney and to deem the property surplus to allow sale to Ms. Shantel Wadden at market value, with all costs being the responsibility of Ms. Wadden.

**Motion Carried.**
ISSUE PAPER

TO: Mayor and Council

FROM: Sheila Kolanko
Property Manager

SUBJECT: Request for Street Closure – PID 15879992
Bradbray Lane, Sydney (off Victoria Road- Whitney Pier)
File No. 07621

DATE: June 26th, 2018

As presented to council on February 6th, 2018, CBRM received a request from Shantel Wadden seeking a street closing. At that time council passed a motion directing staff to take all necessary steps required in the process to close a public street.

Ms. Wadden’s property (PID 15160047) lies adjacent to the 17 foot lane identified as PID 15879992, shown on the attached map (Attachment “A”).

As part of the process a public hearing is required at which time Council will hear those in favour and those opposed to the closing of the said lane.

Public Works has confirmed their department has no issues with the proposed street closure. I confirm a full evaluation has been completed and staff supports Ms. Wadden’s request.

RECOMMENDATION:

Based on my Issue Paper presented today, I ask that Council pass a Motion to approve the street closure and deem it surplus for sale to Ms. Wadden at market value.

Respectfully submitted,

Original Signed By

SHEILA KOLANKO
Property Manager

Attachment
Land Use Bylaw Text Amendment Application – Case #1045 – (PID 15199870) Keltic Drive Business Corridor (KBC) Zone Breton Law Group

Motion:
Moved by Councillor Gillespie, seconded by Deputy Mayor Eldon MacDonald, to reject final approval of the text amendment request to permit kennels and animal sitting establishments throughout the Keltic Drive Business Corridor (KBC).

Public Hearing:
The Mayor asked if there was anyone present to speak for or against the amendment:

Ms. Nicole Campbell, Applicant, advised Council that she recently purchased Keltic Self Storage which is located at 368 Keltic Drive. The overall plan for this property was to develop a Doggy Day Care. The main focus is a large indoor facility that has two separate play areas. One that is designated for larger animals as well as smaller animals and is staffed accordingly.

Mayor Clarke advised that after the Public Hearing there could be a motion brought forward to postpone; which has to be a specific date and time. He would recommend June 26, 2018 at 6:00 p.m.

If the motion is addressed by virtue through staff with consultative process then when it comes back the mover and seconder can withdraw the motion that’s on the floor.

Councillor Gillespie noted he would like to postpone after the Public Hearing.

Speakers List:

Mr. Bryan MacDonald, co-owner of Breton Brewing Company which is adjacent to the proposed Doggy Day Care, spoke against the proposed text amendment. He advised that the Doggy Daycare would directly impact his business because of the noise so close to the outdoor beer garden. He also had concerns that it would affect the tourists visiting the Brewery and water contamination.

Ms. Roberta Lynch, spoke against the proposed text amendment. She had concerns with the lack of detail of site planning.

Mr. Peter Thompson, dog kennel owner, spoke against the proposed text amendment. He had concerns with the noise, violation of Municipal Water and Sewer laws, and lower property value.

Mr. Andrew Morrow, co-owner of Breton Brewing Company which is adjacent to the proposed Doggy Day Care, spoke against the proposed text amendment. He had concerns with noise and lack of planning. He suggested to have the community come together and try to come up with some solutions.

Continued...
Motion Cont’d...

➢ Mr. Frank King, resident of Keltic Drive which is 650 meters from the proposed Doggy Day Care, spoke against the proposed text amendment. He had concerns with the noise, pollution of the ground water, and other Doggy Day Cares opening if the text amendment is approved.

➢ Ms. Michelle Thompson, dog kennel owner, spoke against the proposed text amendment. She had concerns with dog assessments and taking away kennel business outside city limits.

➢ Mr. Dave Couture, employee at Breton Brewing, spoke against the proposed text amendment. He had concerns with noise from businesses in the Keltic Drive Corridor disturbing the dogs.

The Mayor asked if there was anyone else wishing to speak, seeing there was no one Nicole MacDonald, applicant, addressed the following concerns that were raised:

- Site plan
- Separate system for water and sewer
- All animals vaccinated
- Proposal is for a facility like no other in CBRM
- No previous application for a text amendment made in this zone
- Facility size
- Ratio of staff to animals
- Accommodate other businesses in the (KBC)

Motion to Postpone:
Moved by Councillor Gillespie; seconded by Deputy Mayor Eldon MacDonald to postpone the matter until the next regular meeting of Council on June 26th, 2018 at 6:00 p.m.

Discussion:
The following issues were raised during discussion:

- Postponing motions process
- Site plan timeframe

Mayor Clarke then called for the vote.

Motion to Postpone Carried.
MEMO

To: CBRM Council

FROM: Karen Neville

SUBJECT: LAND USE BY-LAW TEXT AMENDMENT APPLICATION - 1045 Keltic Drive Business Corridor (KBC) Zone Breton Law Group

DATE: June 19th, 2018

In accordance with a motion passed by Council on May 29th, a public meeting associated with Application 1045 was held on June 13th, 2018 at that Sydney Riverview V Service Club. Notice of the meeting appeared in the June 11th edition of the Cape Breton Post, as well as, on the CBRM Social Media accounts.

Approximately 60 people were in attendance, including the following Councillors:

Clarence Prince Ray Paruch
Earlene MacMullin Ivan Doncaster
Steve Gillespie (Chair) Kendra Coombes

Staff provided a summary of the applicant’s request in relation to the Land Use By-law, and the applicant, Nicole Campbell, provided an overview of her proposal.

Twenty-six individuals took the opportunity to make comments or ask questions (Attachment A). While the majority of the individuals that spoke opposed the amendment, they were of supportive of the business plan just not at this location. A summary of the meeting, prepared for and provided by Councillor Gillespie, can be found in Attachment B.

A petition, with 34 signatures (one duplicate signature), opposing the text amendment was received by the Planning and Development Department. A copy of which was submitted to the Clerk’s Office.

In addition to the comments made at the public meeting, attached is a series of written comments or submissions were received by the Planning and Development Department for Council’s consideration. These written submissions are further to those presented to Council on May 29th.

Attachments
C. Nicole Campbell
Memo and the referenced attachments
as a separate attachment

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department
Municipal Planning Strategy Amendment Application #1042 Kent Building Supplies Ltd., Grand Lake Road, PID 15603590

Motion:
Moved by Councillor MacLeod, seconded by Councillor Paruch, that a recommendation be made to Council for approval to advertise notice of Public Hearing to be held at a future meeting of Council to consider the Municipal Planning Strategy and Land Use By-law Amendment Application #1042 by WSP on behalf of Kent Building Supplies Ltd., to allow the construction of a Kent Building Supplies store and possible commercial and residential phases on PID 15603590, Grand Lake Road.

Discussion:
In response to questions, Planner Karen Neville clarified the following items:

- Staff's recommendation is that Council consider both the text and zone amendment request at the Public Hearing.
- The Planning Department does not have any details on future development of the remainder of the property beyond the area crosshatched in red on map C in the agenda package which is the subject of this application; however the traffic study took into consideration the parcel as a whole. Any future development that does not comply with the zoning would have to be brought back to Council for consideration.
- The online survey in regards to traffic lights vs. a roundabout, including the survey results.

Motion Carried.
TO: CBRM Council

FROM: Karen Neville

SUBJECT: MUNICIPAL PLANNING STRATEGY AMENDMENT APPLICATION – 1042 Kent Building Supplies Ltd GRAND LAKE ROAD, GRAND LAKE ROAD PID 15603590

DATE: May 29th, 2018

Introduction
The Planning and Development Department has received an amendment request from WSP on behalf of Kent Building Supplies Ltd for PID 15603590 located adjacent to Grand Lake Road (Attachment A). Kent Building Supplies Ltd. is looking to purchase a 100 acre property (PID 15603590) to construct a Kent Building Supplies store and possibly future commercial and residential phases (Attachment B).

Why Amend the Land Use By-law?
The property in question is zoned Arterial Business Corridor (ABC) and Residential Urban C (RUC) [Attachment C]. While the ABC zone would does permit a building supplies dealership, the RUC zone does not. Part 10, Policy 17, of the Municipal Planning Strategy Policy (MPS) indicates Council may consider a zone amendment to a zone immediately adjacent. In this case, the proposed zone requested is the ABC zone is immediately adjacent to the RUC zone, and therefore the request is in keeping with the Part 10, Policy 17.

Why Amend the Municipal Planning Strategy?
In addition to having to amend the Land Use By-law (LUB), the Municipal Planning Strategy (MPS) would also need to be amended to permit a new sales and service use on this property. The CBRM and the Nova Scotia Department of Transportation and Infrastructure Renewal (TIR) jointly commissioned a traffic study of Grand Lake Road/Sydney Road. The purpose of the corridor study was to make recommendations on how the both levels of Government can manage the flow of motor vehicle traffic along Grand Lake Road between Sydney and Glace Bay because of the two conflicting uses of this corridor i.e.
- as a commuter route between the two largest urban communities in the CBRM; and
- as a highly sought out business development corridor because of its significant volumes of motor vehicle traffic.
Based on the recommendation of this study, the MP5 contains a policy that states no new business developments on previously undeveloped sites, or sites unoccupied with business development, shall be permitted along this corridor, unless the site can be accessed via a signalized intersection (Part 2, Policy 5.b.3). The applicant is proposing that a new business development be located within this corridor which will be accessed by a roundabout. Since roundabout is not listed as an option to manage traffic flow, the applicant is requesting roundabout be added to Part 2, Policy 5.b.3.

Because Part 2, Policy 5.b.3 was the result of a joint study between CBRM and TIR, a change in policy should be supported by TIR. In a letter dated March 28th, 2018, TIR confirmed their support for an amendment to the MP5 to include roundabout as an acceptable option to access new development along this corridor (Attachment D). It should be noted that an amendment to Part 2, Policy 5.b.3. would not just apply to the proposed location of Kent Building Supplies, but that it would apply to any new business development along this sector of Grand Lake Road/Sydney Road with a speed limit greater than 60 kilometres per hour.

**Public Participation Program**

According to the *Municipal Government Act*, prior to considering an amendment to the MP5, Council must complete a public participation program. On April 24th, 2018, Council passed a motion directing staff to initiate a public participation program.

The public participation program consisted of an online survey which was comprised of four questions. Participants were asked:

- to identify which community they were from,
- how often they travel Grand Lake Road/Sydney Road (daily, weekly, monthly, a few times a year, or never),
- whether they believed a roundabout is an acceptable option to manage traffic for new business developments in the corridor of Grand Lake Road/Sydney Road where the speed limit is greater than 60km/hr, and
- whether they believed a lighted intersection is a better option to manage the flow of traffic from new business developments in the corridor of Grand Lake Road/Sydney Road where the speed limit is greater than 60km/hr.

There was also an opportunity for respondents to provide additional comments. The majority of the 828 respondents travel the Grand Lake Road/Sydney Road daily (58.11%) or weekly (33.29%). Other survey results were:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>No Answer Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you believe a roundabout is an acceptable option to manage traffic for new business developments in the corridor of Grand Lake Road/Sydney Road?</td>
<td>46%</td>
<td>53%</td>
<td>1%</td>
</tr>
<tr>
<td>Do you believe a lighted intersection is a better option to manage the flow of traffic from new business developments in the corridor of Grand Lake Road/Sydney Road?</td>
<td>57.38%</td>
<td>41.53%</td>
<td>1.09%</td>
</tr>
</tbody>
</table>

When you look at the results of the questions presented above, it would appear that the majority of people prefer a lighted intersection as an option to manage traffic. However, when you review the additional comments submitted, there is no clear perspective on what approach development should be taking along this corridor.

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Some of the comments included:
- Any additional intersections will result in congestion and increase travel time for commuters
- Roundabouts are confusing
- The Kytes Hill Subdivision and Kent Building Supplies should access Grand Lake Road via one access point
- Support any commercial development throughout this corridor
- Kent Building Supplies should consider a different location
- Roundabouts are a safer and more efficient ways to manage travel
- Lower the speed limit along Grand Lake Road/Sydney Road
- Access point should be connected via the Mayflower Mall
- Support either lights or roundabouts as long as it improves safety
- Restrict further development along this corridor, especially business development

Evaluation
Given the 828 survey responses, it can be defended that Council has undertaken a public participation program in accordance with the Municipal Government Act, and they can proceed with the next step in the application process.

While there is no clear consensus from the online survey, a roundabout is an acceptable option to manage traffic flow, especially since it is an option supported by TIR. Therefore, it is reasonable for Council to consider the applicant’s request to amend Part 2, Policy S.b.3. to include the term roundabout. It should be noted that this MPS amendment would enable the Development Officer to issue a permit for a business development anywhere along the corridor of Grand Lake Road/Sydney Road where the speed limit is greater than 60km/hr accessed by a roundabout. At the end of the day, access approval for this development is under the jurisdiction of TIR.

In addition, given Part 10, Policy 17 of the MPS, Council can consider the applicant’s request to extend the ABC zone to enable the construction of a Kent Building Supplies.

Recommendation
Based on the above evaluation and Part 10, Policy 17 of the MPS, I recommend that Council schedule a Public Hearing to consider the applicant’s text amendment and zone amendment request at the next regularly scheduled Council Meeting.

Council Options
- Schedule a Public Hearing to consider both the text and zone amendment request,
- Schedule a Public Hearing which will only consider the applicant’s zone amendment request, or
- Reject the applicant’s application

Submitted by:

Originally Signed by

Karen Neville
Planning and Development Department
March 28, 2018

Karen Neville, MCIP
Planner
Planning and Development Department
Cape Breton Regional Municipality
Suite 200, 320 Esplanade
Sydney, Nova Scotia  B1P 7B9

Dear Ms. Neville,

This letter is to confirm the support of the Nova Scotia Department of Transportation and Infrastructure Renewal (TIR) for an amendment of the Municipal Planning Strategy policy to include full-movement signals or roundabout roadway intersections as a possibly acceptable option to access new business developments on previously undeveloped sites, or sites unoccupied with business development, along the Grand Lake Corridor.

Please contact me if you have any questions.

Regards,

Robyn Homans, P. Eng.
Area Manager - Cape Breton County

cc. Dwayne Cross, P. Eng., Access Management Engineer, NSTIR
Gerard Jessome, P.Eng., District Director - Eastern
Malcolm Gillis, Director Planning and Development, CBRM
Rick McCready, Senior Planner, CBRM
ISSUE PAPER

TO: Mayor and Council

FROM: Sheila Kolanko, Property Manager

SUBJECT: Lease Renewal
Main - A-Dieu Community Development Association
2886 Louisbourg –Main-a-Dieu Road, Main-a-Dieu
File #03662

DATE: June 26th, 2018

BACKGROUND INFORMATION:

The CBRM owns a facility in Main-a-Dieu formerly known as the Main-a-Dieu Elementary School. It is commonly referred to as the Costal Discovery Center (housing a Library, Café, Fisherman’s Museum and C@P site). The facility also acts as a tourist destination along the Marconi Trail and a venue for community social and leisure activities.

The existing Lease for the Main-A-Dieu Community Development Association has expired. The Association is seeking to renew under the same terms and conditions as the previous Lease Agreement. The previous Lease Agreement was for a 5 year period with option to purchase at any time during the term of the lease. In return for the operation and maintenance of the property, the Associations pays a nominal rent of $1.00 per annum to the CBRM.

We have reviewed this request with internal staff and they agree the Centre provides an important role in the community and have no issues with this request.
RECOMMENDATION:

Based on the above, I ask council to provide a Motion to approve the Lease Agreement for nominal rent ($1.00 per annum) based on a Five year term with an option to extend for an additional five years and to grant the Association the option of purchase at any time during the term of the Lease Agreement.

Respectfully submitted

Original signed by

Sheila Kolanko
Property Manager
ISSUE PAPER

TO: Mayor and Council
FROM: Sheila Kolanko, Property Manager
SUBJECT: Renewal of Lease for Martha Hollett Library
Sydney Mines Commerce Place, 1 Fraser Ave., Sydney Mines (File 03566)
DATE: June 26th, 2018

BACKGROUND:

The branch library is currently located in Sydney Mines Commerce Place, Sydney Mines. The current lease has expired and we are seeking to renew for a further five (5) year period.

CBRM is currently paying $13.00 per square foot for 1000 square feet. The Landlord, Sydney Mines Investment Cooperative Limited, provided CBRM with a renewal offer seeking an increase to $14.40 per square foot. All other terms and conditions to remain the same.

A cost of living adjustment has been considered in the past on previous leases. The proposed offer was reviewed with Chief Financial Officer, Jennifer Campbell and Bill Murphy, Director of Recreation, Parks, Grounds, Buildings & Facilities. The administration recommendation was to accept the offer.

RECOMMENDATION:

I would ask that council approve the recommendation of Staff and pass a Motion authorizing the Mayor and Clerk to sign a Lease Agreement for a term of Five (5) years at a rental rate of $14.40 per square foot.

Respectfully submitted,

Original signed by

Sheila Kolanko
Property Manager
ISSUE PAPER

TO: Mayor and Council
FROM: Demetri Kachafanas
       Regional Solicitor
SUBJECT: Seaview Manor, Glace Bay
DATE: June 26, 2018

Further to the issue papers of December 9, 2016, and October 11, 2017 (copies of which are attached), we have received a letter from Frank G. Gillis, Solicitor for Seaview Manor Corporation, advising that the revised By-laws have not yet received the required approval of the Department of Municipal Affairs. Until such time that the Department approves the By-laws, authority still remains with the CBRM to appoint the Board of Directors.

Due to the delay in approval of the new By-laws, we must use the historical mechanism, and not the new By-laws, to appoint the new Board.

Accordingly, I ask that the attached resolution appointing members to the Board of Directors at Seaview Manor be approved.

Thank you.

Sincerely,

ORIGINAL SIGNED BY
DEMETRI KACHAFANAS
Regional Solicitor

DK/to
Attachments
RESOLUTION

CAPE BRETON REGIONAL MUNICIPALITY

WHEREAS Seaview Manor is a body corporate established pursuant to the provisions of the Municipality Housing Corporation Act (the "Act");

AND WHEREAS the current (1978) by-laws require the members of Seaview Manor be appointed by the Cape Breton Regional Municipality;

AND WHEREAS, the revised (2017) Seaview Manor bylaws, approved by the Cape Breton Regional Municipality Council on December 19th, 2016, remain with the Department of Municipal Affairs and Seaview Manor is awaiting for Departmental approval and then subsequent approval by the Department of Health and Wellness;

AND WHEREAS the following persons have expressed to Seaview Manor their willingness to participate as members of Seaview Manor;

BE IT RESOLVED THAT:

The following persons be appointed as members of Board of Directors at Seaview Manor until such time as their successor or successors have been appointed;

Robert Sheppard (Board Chair )
56 McAulay Ave.
Glace Bay, NS B1A 6C1

Willena Nemeth, Director
3661 Grand Mira North Rd,
Sandfield, NS B1K 1X1

Derrick Hayes, Director
495 Phalen Rd.,
Glace Bay, NS B1A 3B6

Mary Munson, Director
267 Tometary Drive,
Howie Centre, NS B1L 1G4

David Ferguson, Director
45 O’Neill’s Lane,
Glace Bay, NS B1A 4R7

, Demetri Kachafanas, Director
90 Beechwood Crescent
Sydney, NS B1S 1V8

DATED at Sydney, Nova Scotia, the ___ day of ______, 201B.
ISSUE PAPER

TO: Mayor and Council
FROM: Demetri Kachafanas
       Regional Solicitor
SUBJECT: Seaview Manor, Glace Bay
DATE: October 11, 2017

Further to the issue paper of December 9, 2016, and the Resolution of Council dated February 7, 2017 (copies of which are attached), please find enclosed a Resolution of Seaview Manor requesting that CBRM approve the revised Seaview Manor Corporation By-laws and send a letter to the Minister of Municipal Affairs recommending the approval of the revised By-laws.

Accordingly, I recommend a motion to the same.

Thank you.

Sincerely,

Original Signed By

DEMETRI KACHAFANAS
Regional Solicitor

DK/lu
Attachments
The legal department received correspondence from Frank Gills, Q.C., solicitor for Seaview Manor requesting that CBRM pass a motion approving the sale of property owned by Seaview Manor as well as approving the members of the Board, which were approved by Seaview Manor.

AS Council may be aware, in the past members of Council sat on various external Boards and Committees. In 2012, Council undertook a review of these boards and committees and decided to end formal Council participation on many Boards and Committees including the Board of Seaview Manor.

However, under legislation Seaview Manor remains a Municipal Housing Corporation. The Board requires that CBRM approve the members of the Board and approve and sale of property. Seaview Manor is now in the process of reviewing the structure for future appointments so that approval of the Municipality is not required.

I have attached the following for Council’s review:

1. Letter from Frank Gillis dated February 22, 2016 requesting municipal approval for the sale of Seaview Manor owned property;
2. Letter from Frank Gillis dated June 7, 2016 requesting approval of Board members;
3. Resolution of the Board of Seaview Manor;
Based on the foregoing, I recommend Council pass a motion authorizing the sale of the land and approving the Board's nominees for Directors.

Thank you.

Sincerely,

ORIGINAL SIGNED BY

[Signature]

Regional Solicitor
Working Group to Support International Students

To: CBRM Mayor, Council and Staff
From: Councillor Amanda McDougall
Date: June 18th, 2018
Re: Request for CBRM coordinated response to “Economic Impact of International Students in Atlantic Canada”

Overview

We know how fortunate we are to have a quality post-secondary institution such as Cape Breton University in our backyard and understand first-hand the social, economic and educational benefits this institution brings to the entire Island. CBU has a dedicated staff and faculty who pride themselves in providing a high quality educational experience to the students enrolled in a variety of programs and is able to enhance that experience by incorporating communities from across the Island into the student experience. It is that type of community experiences that creates a bond between some of the 1300+ international students who travel to Cape Breton Island to pursue their education and find in some cases, find a place where they would like to work, raise a family and call home. Getting to that point of truly welcoming of these students and supportive of their goals is something no one intuition in the CBRM is responsible for, but collectively we can all contribute to.

It is no secret that we have a critically declining population that is simultaneously is aging. The infrastructure and services we deem essential to residents is becoming harder to maintain while we see our tax base waning. What we require to stabilize our economy is a combination of sustainable use of natural resources, continued growth in the small/medium business sector and an influx of population. Provinces such as Manitoba and PEI, who not so long ago were experiencing eerily similar population and economic issues are now on the upside of growth, and that is in large part due to increased immigration efforts.

My question today to put forward to Council and staff at the CBRM is what can we do to enhance the Cape Breton experience for international students? These students are already in our communities, and we hope that they choose to call the Island home after their studies. I would like Council to consider requesting CBU to create a working group that would involve members of the CBU Faculty and Administration and participation by CBRM staff and Council to discuss ways in which we can provide a truly welcoming and supportive experience to those students travelling from abroad to live and study on our Island.

Two documents that may help with understanding the opportunity we have in front of us to grow, diversify and strengthen our community by welcoming international students to our region are:


These reports both include surveys that asked intentional students from across the Atlantic Provinces and also students specifically on Cape Breton Island not only if they wanted to stay, but if so, what their intentions for work were post-graduation. Results demonstrated that there is a real want to stay on island, start businesses and raise families here. My hope is that we, as a municipality can work with CBU to help create a means of making the transition from student to resident of the CBRM easier.

Respectfully submitted,

Councilor Amanda McDougall
CBRM District 8

Among those seeking work in Atlantic Canada upon graduation, Nova Scotia (60%) and New Brunswick (18%) are most often cited as the destination province.

Table 5.6 Which Atlantic province international students plan to work in after graduation, 2017

<table>
<thead>
<tr>
<th>Seeking Work In</th>
<th>College</th>
<th>University</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Brunswick</td>
<td>53%</td>
<td>15%</td>
<td>18%</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>10%</td>
<td>17%</td>
<td>17%</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>33%</td>
<td>63%</td>
<td>60%</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>4%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Source: Gardner Pinfold survey, 2017

Table 5.3 Most important factors for Atlantic Canada living success, 2017

<table>
<thead>
<tr>
<th>Living Success Factors</th>
<th>College</th>
<th>University</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Living Cost</td>
<td>17.0%</td>
<td>17.1%</td>
<td>17.1%</td>
</tr>
<tr>
<td>Opportunity to Network</td>
<td>16.8%</td>
<td>14.4%</td>
<td>14.6%</td>
</tr>
<tr>
<td>Host Family or Canadian Friends</td>
<td>12.9%</td>
<td>11.7%</td>
<td>11.8%</td>
</tr>
<tr>
<td>Housing Quality</td>
<td>12.0%</td>
<td>11.3%</td>
<td>11.4%</td>
</tr>
<tr>
<td>Student Clubs/Societies</td>
<td>6.8%</td>
<td>10.9%</td>
<td>10.6%</td>
</tr>
<tr>
<td>Health Support</td>
<td>8.7%</td>
<td>10.7%</td>
<td>10.6%</td>
</tr>
<tr>
<td>Off-Campus Housing Services</td>
<td>5.2%</td>
<td>7.6%</td>
<td>7.5%</td>
</tr>
<tr>
<td>Faith Support</td>
<td>8.1%</td>
<td>6.7%</td>
<td>6.8%</td>
</tr>
<tr>
<td>Counselling Services</td>
<td>7.4%</td>
<td>5.5%</td>
<td>5.6%</td>
</tr>
<tr>
<td>Other</td>
<td>5.2%</td>
<td>4.2%</td>
<td>4.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
### Did you receive any type of orientation to Cape Breton upon your arrival?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>40.4%</td>
<td>93</td>
</tr>
<tr>
<td>No</td>
<td>59.6%</td>
<td>137</td>
</tr>
<tr>
<td>answered question</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### If you are planning on staying in Cape Breton, do you plan to work in any of the following sectors?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property rental</td>
<td>10.0%</td>
<td>21</td>
</tr>
<tr>
<td>Tourism</td>
<td>45.2%</td>
<td>95</td>
</tr>
<tr>
<td>IT and technology innovation</td>
<td>11.4%</td>
<td>24</td>
</tr>
<tr>
<td>Healthcare</td>
<td>10.0%</td>
<td>21</td>
</tr>
<tr>
<td>Agriculture</td>
<td>4.8%</td>
<td>10</td>
</tr>
<tr>
<td>Opening your own business</td>
<td>35.2%</td>
<td>74</td>
</tr>
<tr>
<td>Financial sector</td>
<td>31.0%</td>
<td>65</td>
</tr>
<tr>
<td>International Trade</td>
<td>43.8%</td>
<td>92</td>
</tr>
<tr>
<td>Other</td>
<td>10.0%</td>
<td>21</td>
</tr>
<tr>
<td>answered question</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Would any of the following make you consider staying in Cape Breton after graduation?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Yes</th>
<th>No</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better housing</td>
<td>118</td>
<td>69</td>
<td>36.90% 187</td>
</tr>
<tr>
<td>More community inclusion for newcomers</td>
<td>137</td>
<td>58</td>
<td>29.74% 195</td>
</tr>
<tr>
<td>Employment in my field of study</td>
<td>177</td>
<td>48</td>
<td>21.33% 225</td>
</tr>
<tr>
<td>More social and recreational activities</td>
<td>132</td>
<td>62</td>
<td>31.96% 194</td>
</tr>
<tr>
<td>Better ethnic supports</td>
<td>132</td>
<td>56</td>
<td>29.79% 188</td>
</tr>
<tr>
<td>More friends and family in the area</td>
<td>153</td>
<td>47</td>
<td>23.50% 200</td>
</tr>
<tr>
<td>answered question</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>skipped question</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEXT STEPS: IMMIGRATION AND SETTLEMENT TO CAPE BRETON ISLAND

May 4th, 2015

Final Report: Phase I
Immigration Partnerships
Department of International & Aboriginal Affairs
Cape Breton University
Executive Summary

In 2014, Ray Ivany and the One Nova Scotia Commission released their report outlining the various steps and actions Nova Scotian's must undertake in order to move the province towards growth and sustainability. This report was aptly named "Now or Never: An Urgent Call to Nova Scotians to Take Action". Within the call to action, the Now or Never report outlines the importance that immigration plays in revitalization of Nova Scotia's economy.

In support of the One Nova Scotia report the Rural-Urban Immigration Pilot for Cape Breton was supported by the Nova Scotia Office of Immigration. Phase I of the Pilot has provided research which indicates views of international students as it pertains to immigrating to Cape Breton Island and enhancements which need to occur to make the community more attractive to potential new Canadians. All municipal units and post-secondary institutions were represented on the Task Force with private sector input.

This very unique approach to addressing the issues surrounding immigration on Cape Breton Island has resulted in a list of recommendations that will be implemented as an action plan for the coming year including, how to become a more welcoming Island, increasing connections between the local business sectors and international students on Cape Breton, how services and supports need to be enhanced and expanded for newcomers and how we must increase awareness of the potential of immigration and its positive impacts on the economy of the Island.
The Economic Impact of International Students in Atlantic Canada

Prepared for Council of Atlantic Ministers of Education and Training (CAMET)

Prepared by Gardner Pinfold Consultants Inc.

www.gardnerpinfold.ca
Executive Summary

CONTEXT
The Canadian Bureau for International Education reports that 336,500 international students were enrolled at all levels of study in Canada in 2014 (CBIE, 2015). Canada captures about 5% of the world market for internationally mobile students. Through their spending on tuition and living expenses, the money brought into Canada and the Atlantic provinces has become an important economic driver.

Adverse demographic shifts also continue to be a major concern for the Atlantic Provinces. Not only have these shifts created impediments for regional economic growth, they have also created enrolment challenges for the region’s universities and colleges. Efforts to attract and retain international students have intensified while some governments and post-secondary institutions are collaborating on retention efforts by helping international students transition to permanent residents after graduation.

STUDY
The Council of Ministers of Education and Training (CAMET) commissioned a formal study to determine the economic impact of international students studying at publicly funded colleges and universities in Atlantic Canada, and to understand the factors that affect international student success and retention after graduation. This study employs a survey of international students, review of public statistics, and key informant interviews. Survey results are based on 2,380 valid complete responses representing a combined 17% response rate across colleges and universities.

RESULTS

• **Growth** – The Atlantic provinces hold four of the top five spots in Canada for international student growth over the last fifteen years. In Atlantic Canada, Nova Scotia led with the international student share of enrolments rising from 6% to 17% (11 percentage point gain).

• **Enrolment** – International student enrolments in Atlantic Canada stood at 13,968 in 2016/17, including 737 at colleges and 13,231 at universities.

• **Origin** – The Asia-Pacific region is the largest source of students for Atlantic Canada (59%), followed by Africa (18%), then Latin America and the Caribbean region with 10%.

• **Field of study** – Commerce, management and business, engineering, and applied sciences are the most popular fields of study for international students in Atlantic Canada. This is consistent with Statistics Canada reports of international students in Canada choosing business, management, public administration, science, and math at twice the rate of domestic students in Canada.

• **Spending** – The total spending for international students at universities and colleges in Atlantic Canada is $478 million with a student average of $34,188 per year. The largest expenditure (tuition and fees – 40%) more than doubles the second largest (accommodation – 16%). Family and friends coming from outside the region to visit students add another $34 million in spending.

• **Economic Impacts** – Totals for Atlantic Canada direct and spinoff impacts include $795 million in output (sales), $495 million in gross domestic product (added-value), $329 million worth of income (salaries and wages), 6,731 jobs (full-time equivalents), and over $22 million in tax revenues primarily to federal and provincial governments.
• **Average Impacts** — per student are $35,438 in annual added-value to Atlantic Canada, $23,551 worth of income, and nearly half (0.48) of a full-time equivalent job.

• **Funding sources** — Students indicate over half (52%) of their funds come from outside the region. About one-third receive financial awards (36%), and about one-third find employment while studying (32%); the remaining funds come from a combination of family support, savings, and future earnings (debt).

• **High school origin** — Most completed high school in their home country (87%), but 3.4% completed high school in Atlantic Canada (475 students). About 2,380 international students are enrolled at public schools in Atlantic Canada including an estimated 400 that graduate each year. Most want to stay for post-secondary education in Canada and about one-quarter of these intend to study at universities and colleges in the region.

• **Attraction** — The Migrant Integration Policy Index (MIPEX) provides a comprehensive basis for comparing Canada with other countries. Canada ranks 4th in the world based on 21 education indicators for primary, secondary, and post-secondary education. Most Atlantic Canada international students (65%) indicate that their current institution was their first choice. The attractiveness of the program is most important (28%), and Canada’s reputation is the second most common factor (24%).

• **Success** — Affordable living is the most common (17%) key factor for international student success adjusting to life in Atlantic Canada. Academic support is the most common key factor (24%) for successful studies.

• **Retention** — About two-thirds (65%) hope to stay in Atlantic Canada after graduation and this tends to transpire (64%). About 42% want to work in Atlantic Canada, while some plan to study further at college or university in Atlantic Canada (12%). Availability of suitable jobs is the most common factor (20%) for working in Atlantic Canada. Cost of programs is the most common factor (21%) for further studies in Atlantic Canada.

• **Permanent residency** — The majority of students (62%) have or plan to obtain permanent residency. This tends to occur over the ten years following graduation.

• **Experiential learning** — Atlantic Canada domestic and international undergraduate university students have the second highest co-op participation rates (14%) in Canada. Students surveyed in Atlantic Canada report gaining a wide range of work experiences while completing their studies. International students seem well-positioned for working in Canada and see language barriers as the least important challenge entering the workforce.
To: Cape Breton Regional Municipality Council

From: Deputy Fire Chief, Chris March, Manager Fire Prevention

Date: May 29, 2018

Re: New Staff Appointment – Fire Prevention Officer(s)

Introduction

The position of Fire Prevention Officer is responsible to conduct fire inspections, code enforcement, fire investigations, and Public Education as well as the administer and enforce related CBRM Bylaws and the Nova Scotia Fire Safety Act.

In December 2017 Mark Jessome was hired as our first Fire Prevention Officer. Mark has a Bachelor of Business Administration Degree along with several fire service certifications. Mark is also a volunteer with the Sydney River Volunteer Fire Department where he holds the rank of Captain.

In April of this year Cape Breton Regional Fire has hired Gary O’Brien as our second Fire Prevention Officer. Gary has a Bachelor of Business Administration Degree and a number of fire service certifications. Gary retired as the former volunteer Chief of Reserve Mines Volunteer Fire Department having 25 years of dedicated and committed service to the CBRM.

Both Fire Prevention Officer bring a wealth of education and experience to their new positions.

As mentioned, fire Inspections are part of their responsibilities as Fire Prevention Officers. To fill that role there is a need to be sworn in by Council to provide the authority to conduct fire inspections and enforce the relative codes and acts.

Recommendation

MOTION

In conformance with the Fire Safety Act, Council for the Cape Breton Regional Municipality hereby appoints Fire Prevention Officers Mark Alexander Jessome and Garfield Joseph O'Brien as Municipal Fire Inspectors in accordance with the provisions of the Fire Safety Act of Nova Scotia, Chapter 6 of the Acts of 2002, article 19 (1) (b) thereof. Fire Prevention Officers Mark Jessome and Garfield O'Brien shall carry out fire inspections within the Cape Breton Regional Municipality in accordance with the said Act and any regulations made thereunder.

I so move.

Respectfully Submitted,

Original signed by

Chris March BBA, ECFO
Deputy Fire Chief
Volunteer Coordinator/Manager Fleet, Training & Prevention
Public Information Officer, PIO
Cape Breton Regional Fire & Emergency Service
Attachment A

Duties of a municipality

19  (1)  A municipality shall

(a)  establish a system of fire-safety inspections of land and premises situate within its jurisdiction, as required by the regulations, to provide for compliance with this Act, the regulations and the Fire Code;

(b)  appoint a municipal fire inspector who shall carry out the inspections; and

(c)  ensure that the Fire Marshal is notified, in writing, of the appointment of the municipal fire inspector and the revocation of any such appointment.

(2)  A municipality that is required to establish and conduct a system of inspections pursuant to subsection (1) shall ensure that

(a)  a record is made of every inspection undertaken by the municipality;

(b)  the records are made available, on request, to the Fire Marshal or a deputy fire marshal; and

(c)  unless otherwise prescribed by the regulations, the records are kept for at least five years. 2002, c. 6, s. 19.
Report: Call for Expressions of Interest – Citizen Representatives on Committees:

Motion:
Moved by Councillor Bruckschwaiger, seconded by Councillor George MacDonald, to approve of the recommendations from the May 28, 2018 In Camera Council meeting for the nomination of citizens to the following Committees:
- Viability Study Steering Committee: two (2) Citizens
- Cape Breton Regional Library: one (1) Citizen (balance of term to March 29, 2019)
- Audit Committee: two (2) Citizens
- Diversity Committee: nine (9) Citizens
- Port of Sydney Development Corporation: one (1) Citizen – Business and Commerce (two years remaining of three year term)
- Heritage Advisory Committee: one (1) Citizen (balance of term to March 29, 2019)
and that the names of the successful candidates be publicly released at a future open Council meeting once the citizens have accepted the positions and any required background checks have been completed.
Motion Carried.
MEMO

To: Mayor Cecil P. Clarke & Council
From: Deborah Campbell Ryan, Municipal Clerk
Date: May 29, 2018
Subject: Report: Call for Expressions of Interest
- Citizen Representatives on Committees

As directed by the CBRM Nominating Committee, two calls for Expressions of Interest were issued by the Clerk’s Department; one closing on March 29, 2018 and the second closing May 18, 2018, for citizen representatives on the following Committees:

a) Viability Study Steering Committee
b) Cape Breton Regional Library Board - one vacancy (balance of term to March 29, 2019)
c) Audit Committee
d) Diversity Committee
e) Port of Sydney Development Corporation - two vacancies (one with expertise in business and commerce - two years remaining in the term; one with expertise in marketing - one year remaining in the term)
f) Heritage Advisory Committee - one vacancy (balance of term to March 29, 2019)

These applications were reviewed at In Camera meetings of the Nominating Committee on April 24 and May 28, 2018. Nominations from those meetings were referred to the May 28, 2018 In Camera meeting of Council for review and approval.

In terms of process, it would be in order for Council at its May 29, 2018 regular meeting, to pass a generic motion approving the nominations from the May 28th In Camera Council meeting, and that the names of the successful candidates be publicly released at a future open Council meeting once the citizens have accepted the positions and any required background checks have been completed. A draft motion to that effect is attached for Council’s consideration.

I would note that we did not receive applications from representatives of the Disability sector or Cape Breton University for the Diversity Committee. Further, we did not receive applications from the marketing sector for the balance of the term on the Port of Sydney Development Corporation. As directed by Council, staff will re-advertise on the CBRM website and various social media sites, and reach out to the respective sectors.

ORIGINAL SIGNED BY

Deborah Campbell Ryan, Municipal Clerk

Attachment
Suggested Motion for Citizen Appointments:

Motion:
Moved by ____________ seconded by Councillor ____________, approval of the recommendations from the May 28, 2018 In Camera Council meeting for the nomination of citizens to the following Committees:

- Viability Study Steering Committee: two (2) Citizens
- Cape Breton Regional Library: one (1) Citizen (balance of term to March 29, 2019)
- Audit Committee: two (2) Citizens
- Diversity Committee: nine (9) Citizens
- Port of Sydney Development Corporation: one (1) Citizen – Business and Commerce (two years remaining of three year term)
- Heritage Advisory Committee: one (1) Citizen (balance of term to March 29, 2019)

and that the names of the successful candidates be publicly released at a future open Council meeting once the citizens have accepted the positions and any required background checks have been completed.

Motion Carried.
Request to Review the Cape Breton Regional Municipality's Council Agenda Policy

**Motion:**
Moved by Councillor Coombes, seconded by Councillor Gillespie, that a recommendation be made to Council to approve the staff recommendation to amend the Council Agenda Policy to state that:

- The Deputy Mayor shall be a member of the Agenda Review Committee (together with the Mayor, CAO and Clerk or their designate). For those instances when agenda items may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum, the Agenda Review Committee shall have the authority to delete, defer or refer agenda requests, and an explanation shall be provided. The Deputy Mayor is responsible to report to Council members and the CAO shall be responsible to advise staff regarding the reason their request has been denied.

- The deadline for regular agenda items to be submitted to the Clerk’s Department shall be 4:30 p.m. seven days preceding the meeting.

- A Councillor Agenda request form be adopted as an appendix to the Policy.

**Discussion:**
The following items were discussed:
- Items added Option 5 – Clarification of 2/3 vs. majority vote required
- Timelines for agenda preparation, approval and distribution
- Accountability for submitting agenda items by the deadline
- Provision for adding items to the Agenda

**Motion to amend:**
Moved by Councillor Coombes, seconded by Councillor Paruch, that the following be included in the proposed policy;

- Approval of the Agenda be added to the agenda Order of Business for regular committee and council meetings. Any items added to or deleted from an agenda during a meeting will require a motion with a majority vote.

**Motion to amend Carried.**

**Main Motion Carried.**
Council Agenda Policy

1. **PREAMBLE:**

   It is the Policy of Council that draft agendas for monthly Council and Committee meetings are completed by the Agenda Review Committee, via consultation between the various presiding officers and the Clerk.

2. **OBJECTIVE:**

   It is the objective of this Policy to outline a process for submitting items for Agendas and to ensure that the business requiring Council/Committee direction proceeds in a methodical and timely manner.

3. **Key Points:**

   i. Agendas are constructed during any given month using a pending file.

   ii. Council members and staff are invited to submit issues to the Clerk’s Office prior to the agenda consultation meeting.

   iii. Resource or appropriate background materials i.e. Issue Papers must be provided for distribution with the draft agenda package.

   - Council Members are encouraged to submit their request as early as possible.

   iv. Council members shall submit their agenda requests using the Council Agenda Request Form as outlined in Appendix “A” attached to this Policy.

   v. The deadline for agenda submissions to the Clerk's Office is 4:30 p.m. seven (7) days prior to the meeting.
Key Points (cont’d)

vi. Approval of the Agenda shall be included in the agenda Order of Business for regular Committee and Council meetings. Any items added to or deleted from an agenda during the meeting will require a motion with majority vote. This includes New Business items as provided for in this Policy.

vii. The Agenda Review Committee shall consist of the presiding officer, CAO, Clerk, and the Deputy Mayor, or their delegates.

viii. For those instances when requested agenda items may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum, the Agenda Review Committee shall have the authority to delete, defer or refer such agenda requests. With respect to such deletion, deferral or referral, the Deputy Mayor shall report to the respective Council members, the CAO shall advise staff and the Clerk shall notify citizens regarding delegation requests.

ix. In all cases possible, agendas for regularly scheduled meetings would be pre-distributed to Council Members approximately 5 days prior to a meeting. For special meetings, these timelines may be reduced.

x. All agendas for regular meetings are distributed to all Members of Council whether they are members of a Committee or not.

xi. In Camera materials that are pre-distributed are only sent to Committee Members, however non-Committee Council members are invited to attend in camera meetings.

xii. Once an issue has been dealt with by Council, it should not be put before Council again for at least 6 months, unless by proper motion of reconsideration or rescission or to amend something previously adopted.

4. LATE ITEMS:

If an issue arises after the Council package goes out and up to noon on the day before a Council meeting, a member can submit the additional item to the Clerk for review by an agenda committee made up of the Mayor/Chair, the CAO and the Clerk for a decision on inclusion as an added item.
Late Items (cont’d)

These late items require an issue paper or some kind of background information for distribution before the meeting.

A “new” item received on Council Day or without supporting documentation, will not be permitted.

Council shall not vote on a motion arising out of an item added to the agenda until a staff report and recommendation is received by council. Any motion so made shall be deemed to be deferred until such reports and recommendation is received.

5. NEW BUSINESS:

New Business in the context of this policy is simply:

- Announcements (substantive)
- Referrals/questions
- Submission of Petition
- Notice of Motion

All are subject to a strict adherence to a 1 minute time limit. No debate.

This Policy replaces earlier policies dealing with agenda issues.

This Policy is Councils’ provision for the process of Agenda composition and New Business matters and supercedes Robert’s Rules of Order.

It is noted that the MGA in Section 19(3) sets out the procedure on how a Council can deal with an emergency issue.

Section 19(3) Where the Mayor or Warden determines that there is an emergency, the Council may meet without notice or with such notice as is possible in the circumstances.

Approved by Council: September 19, 2006

Amended: ____________________________ 2018
### Council Agenda Request Form

<table>
<thead>
<tr>
<th>☐ Included on Agenda</th>
<th>☐ Late Item</th>
<th>☐ Request from the Floor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Submitted to Municipal Clerk's Office by 4:30 pm seven days before the meeting)</td>
<td>(Submitted to Municipal Clerk's Office by Noon the day before the meeting)</td>
<td>(New Business)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Announcement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Referral</td>
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<td></td>
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<td>- Submit Petition</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Notice of Motion</td>
</tr>
</tbody>
</table>

**Date of Council Meeting:**

**Subject:**

**Motion for Council to Consider:**

*(Note: when drafting the motion please ensure that it reflects everything that is being requested to be included in the request for a staff report.) – Please ensure this text is deleted in the final version of this form.*

**Reason:**

**Outcome Sought:**

<table>
<thead>
<tr>
<th>Councillor</th>
<th>District</th>
</tr>
</thead>
</table>

| Date:       | Received by Clerk's Department (date): |
At the General Committee meeting held on January 9, 2018, a motion was passed directing staff to review the current Council Agenda Policy, and provide an Issue Paper taking into consideration the following amendments: (excerpt of General Committee Minutes attached: see page 65)

➢ All CBRM related items brought forward by individual Councillors and the Mayor/Chair shall be added to the agenda;
➢ All CBRM related items brought forward by staff shall be added to the Agenda;
➢ The Clerk give a written response as to why any item has been rejected from inclusion on the Council Agenda (including items given by Council, staff, private citizens, and organizations.)

Issue:

Authority to approve the Council/Committee agendas.

Current Policy:

In the preamble of the current Council Agenda Policy (see attached page 67), it states that the draft agendas for monthly Council and Committee meetings are completed via consultation between the various presiding officers and the Clerk. Further, the Policy states that late items that are received after the agenda has been distributed (up to noon on the day before the meeting) are reviewed by an agenda committee comprised of the Mayor/Chair, the CAO and the Clerk for a decision on inclusion as an added item. Delegation requests are dealt with under separate policy.

I would note that former Clerk, Bernie White, prepared an extensive Issue Paper on “Council/Committee Agenda Composition” (see attached page 70) dated April 25, 2006 from which the current Policy was adopted by Council on September 19, 2006.

Continued...
Legislation/Rules of Order:

Section 15 of the Municipal Government Act states that the mayor or warden shall preside at all meetings of the Council, but it is silent on agenda setting.

In Roberts Rules of Order, Newly Revised 11th Edition (page 372), it states that it is customary to adopt an agenda for each session in organizations that do not hold frequent regular meetings. This is also frequently done when, for any reason, neither the standard order of business nor a special order of business established by rule of the organization is practical or applicable. Roberts further states that in some organizations, it is customary to send each member, in advance of a meeting, an order of business or agenda, with some indication of the matters to be considered under each heading. Such an agenda is often provided for information only, with no intention or practice of submitting it for adoption.

At CBRM, we do hold regular meetings with an established order of business and the agendas are provided in advance of the meeting. Further, we do not include “approval of the agenda” at the beginning of the meeting, which would indicate that the “assembly” (Council) does not adopt the agenda.

It is my opinion, which is supported by the Regional Solicitor, the CBRM presiding officers have the authority to set the agenda, in consultation with the CAO and Clerk, pursuant to the Council Agenda Policy which is the established rule of the organization.

Other Jurisdictions:

In addition to reviewing the current CBRM Policy, I have conducted a jurisdictional scan to determine the agenda approval process by other municipalities. The following is a summary of my findings.

Town of Truro, NS: Council Meetings Bylaw

- No process for setting the meeting agendas or approval of agenda, but first issue listed on their agendas is Approval of the Agenda.

- Delegation Requests – Written requests with specific topics received by the Clerk at least 48 hours prior to the meeting, Council may grant permission to address Council (10 minute time limit).

Continued...
City of Charlottetown, PEI:

- No agenda policy (currently being developed);
- However order of business includes Approval of Agenda.

City of Moncton, NB:

- No agenda policy (currently drafting standard operating procedure);
- Order of business includes Adoption of Agenda;
- "Presentation to Council Form" (online) for delegation requests.

City of St. John, NB: "Procedural By-law"

- Includes sections on council agenda (see attached page 78)
- Order of business includes Adoption of Agenda.

Summary provided by City Clerk:

- Agenda submissions (i.e. staff reports, committee reports, letters from citizens, etc.) are submitted to the Clerk’s Office;
- The Clerk prepares the draft agenda and subsequently meets with the City Manager to review the materials;
- The City Manager can deny a staff report, but does not make decisions on Council member submissions or citizen submissions;
- The Mayor is not consulted prior to the agenda being finalized and distributed to Council. Subsequent to the distribution of the agenda, staff then have a meeting with the Mayor to review the agenda materials;
- The Clerk publishes the agenda and distributes it electronically to Council and staff the Thursday preceding the Monday Council meeting;
- The Clerk places the agenda materials on the City website for public/media access on the Friday preceding the Monday Council meeting;
- Council approves the agenda as one of the first orders of business at the Council meeting.

Continued...
Halifax Regional Municipality (HRM): Administrative Order One

- Includes sections on Council agenda (see attached page 88).

- Order of business includes Approval of the Order of Business and Approval of Additions and Deletions. (see attached page 88).

- Section 18(3) states that during the agenda review, the Mayor and CAO jointly may delete, defer or refer any item on the draft agenda.

Summary of Policy – based on discussions with Deputy Clerk:

- Council meetings are held on Tuesdays.

- Council member agenda requests must be submitted in writing on a “Request for Council’s Consideration” form (see attached page 89) to the Clerk by 12:00 noon on the Thursday prior to the Council meeting. The request shall include an explanation of the issue and a copy of a draft motion requesting a staff report which the Council will be asked to consider. If both of these requirements are met, the Clerk shall add the issue to the agenda.

- Staff and Committee reports are to be submitted by Monday (8 days before the meeting) in time to be presented at agenda review (usually 3:30 p.m. that day). The electronic package goes to Council at the end of the day on the Wednesday before the meeting. If the Clerk receives requests for consideration from members of Council on Thursday by noon, these are placed on the agenda. The Councillors get a revised agenda in their paper package on Friday, and because the agenda is not public until noon on Friday, the public get an agenda which does not indicate any revision.

- The agenda may be reviewed prior to a meeting. If a review is conducted, the following Council members and staff shall be notified and permitted to attend: Mayor, Deputy Mayor, CAO, Deputy CAO (or delegate), Municipal Solicitor (or delegate), the Clerk (or delegate).

During the review of the draft agenda, the Mayor and CAO jointly may delete, defer or refer any item. The Deputy Mayor represents the Councillors on the agenda review committee and advises them if their issues are not going to Council.

- Delegation Requests – considered by Mayor and CAO during the agenda review to determine the appropriate forum. If the subject matter of the presentation is a matter outside the jurisdiction of the municipality, they will refuse the request. Very few public presentations are actually made at the Council meetings as most are referred to a standing committee or community council.

Continued...
HRM (cont’d)

- Late agenda requests from Council members – must submit their request in writing to the Clerk by 12 noon on the Monday immediately preceding the Tuesday Council meeting. The Mayor and CAO shall review requests for such late additions decide whether or not to place the item on the agenda.

- The Report Centre is an electronic tracking tool for Council requests for staff reports. The request for a report is keyed into the Report Centre, and the CAO then assigns the report to a department and provides some strategic direction. Once this is complete, a series of deadlines are in place for submission of the report, review of the report, and approval of the report. There are a number of levels of approval (Manager, Director, Finance, Legal, CAO) and each has a specified number of days in which to review/approve.

OPTIONS FOR CBRM COUNCIL CONSIDERATION:

1. Maintain the Status Quo, or:

Amend the Council Agenda Policy to state that:

2. All items brought forward by members of Council be added to the agenda, on the condition it is submitted to the Clerk by the deadline (i.e. at least seven days prior to the meeting), it is in writing and the draft motion requesting a staff report is included.

3. All items brought forward by staff be added to the agenda, on the condition it is it is submitted to the Clerk by the deadline (i.e. at least seven days prior to the meeting), it is in writing, the draft motion is included, and has been approved by the Chief Administrative Officer (CAO).

4. The Deputy Mayor shall be a member of the agenda review committee (together with the Mayor, CAO and Clerk), and that the Deputy Mayor be responsible to report back to Council members on the agenda approval process.

5. Approval of the Agenda be added to the agenda Order of Business for regular committee and council meetings. Any items added to or deleted from an agenda during the meeting will require a motion with two-thirds majority vote.

6. Any combination of options 2 to 5 above.

Continued…
RECOMMENDATION:

For the most part, the current Policy is working quite well. There is provision for late and emergency agenda items, and we have certainly used the addendum process in the past. Based on my experience in the Clerk’s Department, I believe it is important for the agenda review committee to have some flexibility in terms of agenda-setting. There are instances when items may be outside the jurisdiction of the municipality, require more research before it is ready to go forward on an agenda, or should be dealt with in a different forum. Accordingly, in my opinion, the agenda review committee should have the authority to delete, defer or refer agenda requests. Also it would be helpful to have a councillor agenda request form similar to that used by HRM to clearly outline the issue and motion being sought.

Therefore my recommendation is that the Policy be amended to include Option 4 noted above; and that the agenda review committee be given the authority to delete, defer or refer agenda requests, with explanations to be provided.

Further, it is my recommendation that the deadline for regular agenda items be clearly outlined in the Policy (i.e. Council and staff agenda requests must be submitted to the Clerk’s Department by 4:30 p.m. seven days preceding the meeting), and that a councillor agenda request form be adopted as an appendix to the Policy.

SUGGESTED MOTION:

That a recommendation be made to Council to amend the Council Agenda Policy to state that:

➢ The Deputy Mayor shall be a member of the Agenda Review Committee (together with the Mayor, CAO and Clerk or their designate). For those instances when agenda items may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum, the Agenda Review Committee shall have the authority to delete, defer or refer agenda requests, and an explanation shall be provided. The Deputy Mayor is responsible to report to Council members and the CAO shall be responsible to advise staff regarding the reason their request has been denied.

➢ The deadline for regular agenda items to be submitted to the Clerk’s Department shall be 4:30 p.m. seven days preceding the meeting.

➢ A councillor agenda request form be adopted as an appendix to the Policy.

If the General Committee agrees with all/some of the suggested amendments, the draft amended Council Agenda Policy will be brought to Council on June 26th for approval.

ORIGINAL SIGNED BY

Deborah Campbell Ryan, Municipal Clerk

Attachments

Copy: Marie Walsh, Chief Administrative Officer
Request to Review the Cape Breton Regional Municipality’s Council Agenda Item Policy

Councillor Kendra Coombes provided background on her request to review the Council Agenda Item Policy. The current Agenda Policy states it is the Policy of Council that draft agendas for monthly Council and Committee meetings are completed via consultation between the various presiding officers and the Clerk. Further, a member can submit the additional item to the Clerk for review by an Agenda Committee made up of the Mayor/Chair, the CAO and the Clerk for a decision on inclusion as an added item.

Councillor Coombes noted that her request would lead to a more democratic environment and the Agenda.

Mayor Clarke noted that there are points that may require legal opinion in terms structure and the Municipal Government Act.

Motion:
Moved by Councillor Coombes, seconded by Councillor McDougall, that:
- Staff review the policy and in a staff issue Paper provide the following amendments:
  - All CBRM related items brought forward by individual Councillors and the Mayor/Chair shall be added to the agenda;
  - All CBRM related items brought forward by staff shall be added to the Agenda;
  - The Clerk give a written response as to why any item has been rejected from inclusion on the Council Agenda (including items given by council, staff, private citizens, and organizations.)

Discussion:
During discussion, some of the matters raised included:
- Length of agendas and meetings (i.e. late evenings; including meeting start times)
- Items in the pending files
- Timeframe for circulation of the agenda in advance of meeting
- Notification regarding rejected items
- Process of agenda-setting and policy per MGA
- Evening meetings and public engagement
- Clarity of the motion

Motion to Amend:
Moved by Deputy Eldon MacDonald, seconded by Councillor Coombes, to replace the first bullet in the motion with the following wording “that staff review the policy and take into consideration the following amendments:”

Motion to Amend Carried.
Main Motion Carried.
MEMO

To: CBRM Council

From: Councillor Kendra Coombes

Re: Request to Review the Cape Breton Regional Municipalities Council Agenda Item Policy

Date: December 29th, 2017

I am writing this memo to request a review of the Cape Breton Regional Municipalities Council Agenda Item Policy.

At this time, it states: “It is the Policy of Council that draft agendas for monthly Council and Committee meetings are completed via consultation between the various presiding officers and the Clerk.”. It does not make mention who the Presiding Officers are until midway through the policy “…a member can submit the additional item to the Clerk for review by an agenda committee made up of the Mayor/Chair, the CAO and the Clerk for a decision on inclusion as an added item.”.

- My request is for staff to review the policy and in a staff issue paper provide the following amendments:
  - All CBRM related items brought forward by individual Councillors and the Mayor/Chair shall be added to the agenda,
  - All CBRM related items brought forward by staff shall be added to the agenda,
  - The Clerk shall give a written response as to why any item has been rejected from inclusion on the Council Agenda (including items given by council, staff, private citizens, and organizations).

Sincerely;

Kendra Coombes, Councillor District 11
Council Agenda Policy

PREAMBLE:

It is the Policy of Council that draft agendas for monthly Council and Committee meetings are completed via consultation between the various presiding officers and the Clerk.

OBJECTIVE:

It is the objective of this Policy to outline a process for submitting items for Agendas and to ensure that the business requiring Council/Committee direction proceeds in a methodical and timely manner.

Key Points:

- Agendas are constructed during any given month using a pending file.

- Council members and staff are invited to submit issues to the Clerk's Office prior to the agenda consultation meeting.

- Council Members are encouraged to submit their request as early as possible.

- Resource or appropriate background materials i.e. Issue Papers must be provided for distribution with the draft agenda package.

- In all cases possible agendas for regularly scheduled meetings would be pre distributed to Council Members approximately 5 days prior to a meeting. For special meetings these timelines may be reduced.

- All agendas for regular meetings are distributed to all Members of Council whether they are members of a Committee or not.
Key Points cont'd

- In Camera materials that are pre distributed are only sent to Committee Members, however non Committee Council members are invited to attend in camera meetings.

- Once an issue has been dealt with by Council it should not be put before Council again for at least 6 months unless by proper motion of reconsideration or rescindment or to amend something previously adopted.

LATE ITEMS:

If an issue arises after the Council package goes out and up to noon on the day before a Council meeting, a member can submit the additional item to the Clerk for review by an agenda committee made up of the Mayor/Chair, the CAO and the Clerk for a decision on inclusion as an added item.

These late items require an issue paper or some kind of background information for distribution before the meeting.

A “new” item received on Council Day or without supporting documentation, will not be permitted.

Council shall not vote on a motion arising out of an item added to the agenda until a staff report and recommendation is received by council. Any motion so made shall be deemed to be deferred until such reports and recommendation is received.

NEW BUSINESS:

New Business in the context of this policy is simply:

- Announcements (substantive)
- Referrals/questions
- Submission of Petition
- Notice of Motion

All are subject to a strict adherence to a 1 minute time limit. No debate.

This Policy replaces earlier policies dealing with agenda issues.

This Policy is Councils’ provision for the process of Agenda composition and New Business matters and supercedes Robert’s Rules of Order.
It is noted that the MGA in Section 19(3) sets out the procedure on how a Council can deal with an emergency issue.

Section 19(3) Where the Mayor or Warden determines that there is an emergency, the Council may meet without notice or with such notice as is possible in the circumstances.

Approved by Council: September 19, 2006
Cape Breton Regional Municipality

ISSUE PAPER

April 25, 2006

To: Corporate Services Committee

Council/Committee Agenda Composition

In the past few months we've been struggling with the issue of "New Business" items on Council/Committee Agendas.

In this issue paper under background, I outline how the task of making some recommendations on how to handle "New Business" items has come to the Clerk's office.

The preparation of Council and Committee agendas is addressed in several existing CBRM policies i.e. Committees RC4 and Rules of Order, Delegation Policy, New Business Policy. The recommendation at the end of this issue paper suggests a new consolidated procedure for agenda composition, excluding the topic of Delegations wishing to appear before Council which I suggest, should be handled separately at a future meeting before the end of 2006.

CONSULTATION ON AGENDA ITEMS CHAIR & CLERK

At present, the Mayor, as Chair of Council, and the Chairs of Committees, meet or at least have a conversation with the Clerk's Office prior to the setting of a draft agenda. This is a practice that has been in affect in CBRM since 1995 and for the most part has worked.

A lot of Municipal jurisdictions make this solely an administrative function and issues are submitted to the Clerks Office for inclusion on an agenda, based on certain criteria and directions in Council policy. It is not at the sole discretion of the Clerk to decide what goes on an agenda.

In Municipalities using that process the Mayor or Chair of a Committee review agendas to gain the required familiarity with the items for purposes of presiding at the meeting. However, the decision on what goes on an agenda based on rules and proper time limits and criteria laid out in policy is left to administration.
Consultation on agenda items Chair & Clerk (cont’d)

The rationale is to take politics out of agenda composition.

The CBRM consultation process has worked well over the years and the Council/Committee(s) members always have the ability to require an explanation (on a point of order), why something is on or off an agenda.

As long as the consultation between staff and Council members continues to be emphasized, no change is being suggested.

BACKGROUND

In September of 2005, CBRM Council referred its “New Business” Policy to Corporate Services for a review.

There were concerns that the existing policy was too restrictive and some Council Members wanted a mechanism at the end of Council meetings to bring up items either:

- As an announcement
- Notice of Motion for a future meeting, or
- Referrals to Committee and Staff

The CBRM already has a section in its agenda for Notices of Motion.

The Corporate Services Committee at its October 3rd, 2005 meeting (by motion) made the following recommendation to Council for an amendment to the CBRM “New Business” Policy.

Motion:
Moved by Councillor Stubbert, seconded by Councillor Fogarty, that the New Business Policy shall be amended to include (under the New Business section) that CBRM Councillors shall have the right to bring issues of New Business to the floor. These questions shall be directed to staff or departments and, if necessary, questions/concerns referred to Committees for report at their next meeting. This section of new business shall be brought forth after the items listed under the New Business portion of the agenda have been dealt with at the current Council meeting.
Motion Carried
Background (cont’d)

CBRM Council, at its October 25th, 2005 televised meeting, approved the amendment to the policy and we’ve been proceeding based on that directive. Unfortunately, what has evolved since November 2005 is a dissatisfaction amongst Council members surrounding the topic of “New Business”.

There have been numerous concerns voiced by members of Council and Staff about the lack of any rules or structure for the “New Business” section of the agenda. At present, meetings are tending to get significantly extended beyond what would normally be the adjournment point. The introduction of additional topics has been described as a “free for all”. Some members of Council have even left meetings prior to formal adjournment.

The Clerk’s Office at Council in March and April has been asked to offer some comment and recommendations on how we might improve the current difficulties being experienced.

THE TERM “NEW BUSINESS”

Before getting too far into a discussion on reforming “New Business” practices, there should be a definition assigned to or a distinction made between items of “New Business” and matters that are “late items” for an agenda.

“Late items” for an agenda are those that a Council member may wish to have added to an agenda after the monthly Council Package gets distributed.

“New Business” more clearly is something that is being introduced to the Council for the first time. Under this concise definition, there aren’t too many items that would fit such a category, especially at CBRM where we use the Council/Committee system. Most items come to Council as Business Arising from Committees.

An announcement, submission of a petition, a request to refer something to staff, Notice of motion for a future meeting of Council could be “New Business”.

The difficulties we are experiencing at CBRM seem more to do with “late items” than “New Business”.

CURRENT COUNCIL AGENDA PROCESS AT CBRM

Issues for an agenda are submitted to the Clerk’s Office during any given month and they are held in a pending file until an agenda consultation between the Mayor for Council, or Chair for Committees, and the Clerk takes place.

For Council, we do a distribution of the Council package on Friday before the monthly Council meeting on the 3rd Tuesday of a month, we attempt to gather the required issue papers and background material some 8 days in advance of a meeting. The Clerk meets with the Mayor (usually 5 days before a monthly Council meeting) to draft the agendas.

Some Councillors were concerned that an issue might come up between the draft Council agenda distribution cut off date and the actual meeting, thus shutting them out from getting an issue on the agenda.

We’ve addressed this in the past by allowing addendums. The normal construction of the agendas doesn’t seem to be the problem, it is these additional items that we are having a problem with.

OTHER JURISDICTIONS

In preparing this paper I’ve looked at some agenda practices from other jurisdictions to see if there might be a better practice somewhere that we could get benefit from.

In general, most Municipal Councils follow a system of pre-distribution of a draft agenda package and Council Members wanting an issue put on the agenda are invited and encouraged to contact the Clerk’s Office as early as possible with a proposed item. As noted, at CBRM the Council agenda is very much driven by the Committee System.

Council Agenda packages are produced with the intent to provide Council Members with sufficient background materials on any given topic to assist Council Members in their preparation for Council debates, and to facilitate good decision making.

Most Municipal Councils discourage, some even prohibit, last minute items so as to not have people surprised or taken off guard by unexpected items.

The literature available on meeting procedures commonly suggests that it isn’t fair to meeting participants on a Municipal Council or any community based group to have a substantial issue dropped “cold” on the table at the end of a long meeting. It is not conducive to good decision making.
HRM PROCESS

The Procedural By-law in HRM for example, provides what I submit is a reasonable process for dealing with agendas in general and “late items” in particular.

In HRM there isn’t a “New Business” section at the end of the agenda. The HRM Council Members instead, receive what is known as an “information agenda” on Friday, much the same as the packages we send out here at CBRM.

If something arises after the “information agenda” goes out and up to noon on the Monday before a Council Meeting a member can submit the additional item to the Clerk for review by an Agenda Committee made up of the Mayor, CAO and the Clerk for a decision on inclusion as an added item.

This requires that issue papers or some kind of background materials have to be submitted for distribution prior to the actual meeting.

No “new” item received on Council day or “out of the blue” on Council night are permitted.

EMERGENCY ISSUES

In the case of a true emergency issue, there is a process at CBRM for the Mayor, at Council, or Presiding Officer, at Committee, to authorize or deny an issue. A decision such as this by a Presiding Officer can be appealed by any two Members of Council. The fact that Councils such as CBRM and HRM meet so regularly, monthly in the case of CBRM, and weekly at HRM, it would be a rare issue that would get classified as an emergency.

In addition, the CBRM Council always has the ability to call a Special Meeting on an issue if the need arises.

Having noted the above there are members of Council who may still want to be able to make an announcement or have an issue referred without debate at Council. If that were the practice that had evolved, I don’t think we would be dealing with this issue again.

In the past few months we’ve also had Council Members concerned because items requiring extra-ordinary expenditures have come to the floor under “New Business”.

We’ve had other items that were previous decisions via majority vote re-introduced for additional study under New Business.
COMMON GROUND

If there is any common ground on the issue of “New Business” it would seem to be that Councillors want either:

- To cease the practice of having New Business on Agendas.

  Or

- Want an opportunity inside one minute or so to make an announcement or introduce an item and have it referred to Staff or Committee. There should be no debate. Council would want to be careful that announcements dealt with substantial CBRM events and shouldn’t be such things as Birthday Greetings etc.

Councillors definitely don’t seem to want previous decisions from prior meetings re-visited or re-introduced under “New Business”. From a Parliamentary perspective, introduction of previous decisions under New Business should be ruled out of order.

Ironically, such issues have caused the most controversy and under anyone’s definition are not truly “New Business” as they have been before Council on previous occasions.

Issues relating to service matters should be directed to Committees. Otherwise, the effectiveness of the Council/Committee system is diluted.

OPTIONS & RECOMMENDATIONS

After noting all of the above and in an attempt to come up with a process that will provide Council Members with a workable compromise and some flexibility on getting issues properly on an agenda the following are some options and a recommendation.

OPTION 1

That the practice of bringing up any item at the end of a Council meeting should cease and only items listed on the draft agenda or added under an “approval of the agenda” process (which we currently don’t have) should be considered.
Options and recommendations (cont’d)

OPTION 2

Council will entertain under a “New Business” section
- announcements
- referrals
- Notices of Motion

All such matters are subject to a one minute time limit and there shall be no debate permitted. Strict adherence to the suggested time limit is probably the only way Option 2 could be successful.

OPTION 3

“New Business” in the context of this option is simply an announcement made by Councillors inside a one minute time limit at the completion of all other business items formally listed on an agenda.

In this option the following is suggested to address where a Councillor wishes to have an additional item placed on the agenda following the distribution of Agenda packages. The Members shall submit the request in writing through the Clerk’s Office to the Mayor, CAO and Clerk no later than noon on the day preceding Council, where upon the Mayor, the CAO and the Clerk shall review the request and decide whether or not to place the item on the agenda.

There shall be no item introduced on Council night for the first time except:

- Announcement – 1 minute time limit – No Debate
- Referrals/Question – to be addressed at next relevant committee meeting 1 minute time limit
- Council shall not ordinarily vote on a motion arising out of an item added to the agenda by a Member of Council until a staff report and recommendation is received from the CAO in respect to the subject matter. Any motion so made shall be deemed to be deferred until such a report and recommendation is received by Council, but Council shall not be bound to adopt such recommendation.
- The Council, by 2/3 majority vote, can opt to proceed with an issue (equivalent to suspension of Rules).
Resolution Involving Extraordinary Expenditure

A re-emphasis of clause (5) in the current CBRM Rules of Order Policy:

- All resolutions involving an extra-ordinary expenditure not definitely arranged for in the current estimates/budget shall be a notice of motion to be discussed at a subsequent meeting. No such resolution shall be voted on at the same meeting at which it is introduced unless the CAO recommends in favor of the expenditure and the Council by a two third vote of the members there present approve the expenditure (This type of motion is not subject to suspension of the Rules).

RECOMMENDATION

Option 3 is proposed as a common sense process which, if approached correctly, will ensure that the best use is made of Councils valuable time. It provides adequate flexibility for Members to get "late items" properly on the agenda, while preventing the fast-tracking of unexpected items that lack proper documentation. A draft agenda composition policy (Option 3) is attached for Committee consideration.

CONCLUSION

Ideally, this or any other Council Policy has to be owned and respected by the whole Council and Staff. A policy is doomed for failure if Council and Staff are not committed to abide by the rules once set in place. Hopefully, the proper amount of flexibility and a common sense approach to doing business will enable that issues that require Council attention get to Council in a methodical and timely manner.

In addition to these proposed revisions on agenda composition, I believe Council would also prosper from some clarification on delegations wishing to come before Council.

Original signed by:

Bernie White
Municipal Clerk

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Council and Committee of the Whole meetings may be recorded by the Clerk or his/her designate as a means of assisting in the preparation of the minutes of that meeting.

3.17 Recording - broadcasting - permitted - conditions
Council and Committee of the Whole meetings which are not closed to the public in accordance with the provision of this By-law may be taped, televised or otherwise electronically or mechanically recorded by a cable television company or by any other licensed telecommunications company provided that such taping, televising or recording is carried out in a manner which does not interfere with proceedings at the meeting.

3.18 Amendment - repeal - majority vote - required
This By-law may be amended or repealed by a majority vote of the whole of Council.

Section 4
MEETING
4.1 First meeting - Municipalities Act - applicable
The first meeting of Council after a regular election shall be held no later than the Fifteenth day in June following the Council’s election.

4.2 First meeting - date - place - fixed by Clerk
The first meeting of Council after a regular election shall be held at a time and place fixed by the Clerk.

4.3 Council business - Regular Meetings - Mondays
Except for the first meeting in a term of Council or as otherwise provided regular meetings of Council shall be held bi-weekly on Mondays for the purpose of transacting all business of Council, with the provision for a Council and/or Committee of the Whole meeting as required on the alternate Monday. Business which was originally scheduled for a Regular Council meeting and is left unfinished or is to be reconsidered shall be scheduled for the next Regular Council meeting.

4.4 Regular meeting - location
Unless otherwise specifically set out in the notice for a meeting, all regularly scheduled meetings of Council, shall be held in the Council Chamber Lobby Level, 15 Market Square, City of Saint John.

4.5 Special meeting - other committee meeting - location
Special or closed meetings of Council, Committee of the Whole and Budget Committee of the Whole and meetings of other committees created under this By-law shall be held at a place and time set out in the notice for the meeting.

4.6 Holiday - meeting - following day - not holiday
If a regular meeting falls on a holiday, the meeting shall be at the same hour on the following day not being a holiday, unless otherwise determined by Council.

4.7 Public meeting - time - commencement
Regular meetings referred to in Section 4.4 shall commence no earlier than 5:00pm and no later than 7:00 pm as determined by the Clerk and set out in the notice for the meeting.

4.8 Public meeting - notice
Section 7
QUORUM
7.1 Quorum - present - meeting - call to order
When there are sufficient members present to constitute a quorum at the time set for the commencement of the meeting or as soon thereafter as the quorum is present, the Mayor, or if the Clerk has been advised that the Mayor will be absent or late, the Deputy Mayor, shall take the chair and call the meeting to order.
7.2 Mayor absent - Deputy Mayor - call to order - presiding
In the event the Mayor does not attend within ten minutes after the time appointed, the Deputy Mayor shall assume the chair, call the members to order, and if a quorum is present preside during the meeting or until the arrival of the Mayor.
7.3 Mayor - Deputy Mayor - absent - procedure
In the absence of the Mayor and Deputy Mayor, if a quorum is present within ten minutes after the appointed time, the Clerk shall call the meeting to order and a Presiding Officer shall be chosen from the members present, who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
7.4 Quorum - not present - in 30 minutes - adjournment
If there is no quorum within thirty minutes after the time appointed for the meeting, the Clerk shall record the names of all members present at that time and the meeting shall be deemed to be adjourned until the next regular meeting, unless a special meeting is called for that purpose in the meantime.
7.5 Adjournment - agenda - consideration - subsequent
If Council is unable to meet for want of a quorum the agenda delivered for that Council or Committee meeting shall be considered at the next Council or Committee meeting prior to consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

Section 8
AGENDA
8.1 Agenda - Order of business
The normal order of business for regular and special meetings of Council shall be as set forth in the agenda prepared by the Common Clerk.
8.2 Agenda - Order of business - alteration
A member may, during a Council meeting, request that items on the agenda be rearranged in order to conduct the business before Council more expeditiously.
8.3 Consent agenda - consideration of recommendations
The consent agenda items of business are considered to be routine and do not require debate or discussion. The items listed will be disposed of with one unanimous motion. Items on the agenda for regular meetings of Council including correspondence from citizens, groups and organizations and reports containing recommendations from the Clerk, from the Committee of the Whole, from other Committees, or from the Chief Administrative Officer or other Council Appointees may be adopted in a single motion of Council, but any of these items will be
transferred to the regular agenda for consideration and debate upon the request of any member at the time of adopting the consent agenda.

8.4 Headings - order - prepared by Clerk
Promptly at the hour set by this by-law on the day of each regular meeting, the Councillors., the Common Clerk, Chief Administrative Officer, City Solicitor and Mayor shall take their regular seats in the Council Chamber, and the business of the Common Council shall be taken up for consideration and disposition. The Clerk shall prepare for the use of members at all Regular meetings of Council, other than Committee of the Whole, an agenda under the following headings:

1. call to order
2. approval of the minutes of previous meeting(s) of Council
3. adoption of agenda
4. disclosures of conflict of interest
5. adoption of consent agenda
6. members comments
7. proclamations
8. delegations/presentations
9. public hearing(s)
10. consideration of by-laws
11. submissions by Council members
12. business matters - Municipal Officers
13. committee reports
14. consideration of issues separated from consent agenda
15. general correspondence
16. supplemental agenda (enacted Oct 29, 2012)
17. committee of the whole (enacted October 29, 2012)
18. adjournment (amended / enacted October 29, 2012)

8.5 Submissions - listed - public matters
The Clerk shall have prepared for the use of the members at all Regular Council meetings an agenda and Council kit, in electronic or printed format, which shall include all items in respect of the agenda matters.

SS 8.6 to 8.11 repealed and 8.6-8.17 substituted (Enacted July 16, 2012)
SS 8.6 to 8.17 repealed. SS 8.6 – 8.12 enacted (Enacted April 8, 2013)

8.6 Delivery – to members – prior to meeting
(1) Subject to subsection (2), the Clerk shall use best efforts to ensure that copies of the agenda and Council kit for regular meetings of Council are delivered in printed format and / or distributed electronically to each member so that they are received in each case by 4:30 p.m. on the Wednesday immediately preceding the regular meeting.

(2) Where a regular meeting falls on a holiday and said regular meeting is held pursuant to section 4.6, the Clerk shall use best efforts to ensure that copies of the agenda and Council kit for that regular meeting of Council are delivered in printed format and/or electronically to each member so that they are received in each case by 4:30 p.m. on the Thursday immediately preceding the said regular meeting.
8.7 Made available – to officers – staff
(1) Subject to subsection (2), the Clerk shall use best efforts to ensure that electronic copies of the agenda and Council kit for regular meetings of Council are made available to all Corporation officers and staff who are to receive copies thereof as determined by the Chief Administrative Officer on the Wednesday immediately preceding the meeting.
(2) Where a regular meeting falls on a holiday and said regular meeting is held pursuant to section 4.6, the Clerk shall use best efforts to ensure that copies of the agenda and Council kit for that regular meeting of Council are made available to all Corporation officers and staff who are to receive copies thereof on the Thursday immediately preceding the regular meeting.

8.8 Made Available – public
(1) Subject to subsection (2), the Clerk shall use best efforts to ensure that copies of the agenda and Council kit for regular meetings of Council are made available to the general public at the Office of the Common Clerk and on the website to The City of Saint John by 4:30 p.m. on the Wednesday immediately preceding the regular meeting.
(2) Where a regular meeting falls on a holiday and said regular meeting is held pursuant to section 4.6, the Clerk shall use best efforts to ensure that copies of the agenda and Council kit for that regular meeting of Council are made available to the public at the Office of the Common Clerk and on the website of The City of Saint John by 4:30 p.m. on the Thursday immediately preceding the regular meeting.

8.9 Submissions – to Clerk – deadline
(1) Subject to subsection (2), all submissions for inclusion in the agenda for regular meetings of Council shall be submitted to the Clerk no later than 4:00 p.m. on the Tuesday immediately prior to the day on which the agenda is to be distributed pursuant to Sections 8.6, 8.7, and 8.8.
(2) Where a regular meeting falls on a holiday and said regular meeting is held pursuant to section 4.6, all submissions for inclusion in the agenda for that regular meeting of Council shall be submitted to the Clerk no later than 4:00 p.m. on the Wednesday immediately prior to the day on which the agenda is to be distributed pursuant to Sections 8.6, 8.7 and 8.8.

8.10 Submissions – to Clerk – past deadline
(1) Where the Clerk receives a submission for inclusion on the agenda past the deadlines stipulated at section 8.9 and such submission is deemed by the City Manager to be a matter requiring Council’s immediate consideration at its next regular meeting, then the Clerk shall deliver copies of the submission to each member as soon as possible and present it to the Council at the beginning of the regular meeting and Council may vote to include the submission on the agenda.
(2) Where Council votes to include a late submission on the agenda at the regular meeting, the Clerk shall add the late submission as an item under the “16. Supplemental agenda” heading on the agenda.

8.11 Special meeting – preparation – requirements
For special meetings, the agenda shall be prepared as the Mayor, or in the case of a petition, the Clerk, may direct.

8.12 Not delivered – on schedule – meeting valid
Failure by the Clerk to meet any deadline set out herein shall not invalidate the Council meeting or any proceeding thereat.”

8.13 Members Comments – Limitation
During the “Members Comments” order of business on the agenda, each member may, one time only and for a maximum of 2 minutes, speak to make community announcements, congratulatory remarks or acknowledgements, but he shall not raise business matters.”

Section 9
REPORTS - PETITIONS

9.1 Included on agenda - by Clerk [Amended Jan 6, 2014]
On receipt of a petition intended for Council the Clerk may include it as an item on the agenda for the next regular meeting of Council for which the Clerk is accepting agenda items in full or in summary form as he/she sees fit.

9.2 Public Reports – Planning Advisory Committee
If a public meeting has been scheduled at the direction of the Planning Advisory Committee prior to consideration of its report by Council, then all documents, staff reports and plans shall be made available for viewing before and at such public meeting of the Planning Advisory Committee.

Section 10
DELEGATIONS/PRESENTATIONS - PUBLIC

10.1 Delegations/Presentations - request on agenda - prior notice [Amended Jan 6, 2014]
When a member of the public or a representative of any group of persons seeks to address Council, he/she shall submit a request, in writing to the Common Clerk, addressed to the Mayor and Councillors prior to 4:00 pm on the Tuesday (enacted Jan 6, 2014) preceding the scheduled Council meeting. The Clerk will include the request on the agenda of the next regular meeting.

10.2 Delegations/Presentations –permission to appear
Upon considering the request to make a presentation or hear a delegation Council may;
   a) decline to hear the delegation / presentation or
   b) set a date, no earlier than the next regular meeting, to hear the delegation / presentation or
   c) instruct the Clerk to schedule a mutually convenient time and date to hear the delegation / presentation

10.3 Delegations/Presentations – submission of materials [Amended Jan 6, 2014]
When a member of the public or a representative of any group is scheduled to address Council a copy of their presentation shall be submitted to the Common Clerk prior to 4:00 pm on the Tuesday preceding the scheduled Council meeting.
AGENDA FOR MEETINGS OF THE COUNCIL

Information Reports
12. (1) The Clerk shall have prepared a collection of information reports with copies of all such reports together with an index to be provided to the Council only for its information.

(2) The index shall indicate the source of the item and the date received.

(3) An anonymous item shall not be included in the collection of information provided to the Members.

(4) Where a Member wishes to have an item placed in the collection of information reports, the Member shall submit the request in writing to the Office of the Clerk no later than 12:00 noon on the Thursday prior to the Council meeting at which the item is to be considered, whereupon the Clerk shall cause the item to be added to the collection.

(5) A Member may request that an information report be added to the Agenda for the purpose of a staff presentation or to ask questions of clarification providing the Member has given notice to the Council at the prior regular meeting of the Council at which the information report appears in the collection of information items on the Agenda.

(6) If the request is not in respect of a question of clarification or a staff presentation, the Member must include an explanation of the item and the reasons for making it as well as a copy of a draft motion which Council will be requested to consider.

Agenda
13. (1) The Clerk shall have prepared the agenda of the Council together with copies of all reports or communications to be dealt with at each regular meeting of the Council.

(2) The headings of the Agenda shall be the same as the Order of Business.

Agenda Item Respecting Staff
14. If a Member has an issue concerning staff, either individually or collectively, the issue shall not be added to the agenda of a regular meeting of the Council until the Member has discussed the issue with the CAO and the matter has been discussed at an In Camera (in Private) Session of the Council.

Added Items to Agenda
15. (1) If a Member wishes to have an item placed on the Council agenda, the Member shall submit the request in writing to the Office of the Clerk no later than 12:00 noon on the Thursday prior to the Council meeting at which the item is to be considered.

(2) The request shall include an explanation of the issues and a copy of a draft motion requesting a staff report which the Council will be requested to consider.

(3) If subsections (1) and (2) are complied with, the Clerk shall add the Member's item to the agenda.
Late Additions to Agenda
16. (1) If a Member wishes to have an item placed on the Council agenda following the deadline prescribed by section 15, the Member shall submit the request in writing to Office of the Clerk by noon on the Monday immediately preceding the Council meeting.

(2) The request shall include an explanation of the issues and a copy of a draft motion requesting a staff report which the Council will be requested to consider.

(3) The Mayor and the CAO shall review all requests that comply with subsections (1) and (2) and decide whether or not to place the item on the agenda.

Items Added by Council
17. The Council shall not vote on a motion arising out of an item added to the agenda by a Member until a staff report and recommendation is received from the CAO in respect of the subject matter of the motion, and a motion so made shall be deemed to be deferred until such report and recommendation is received by the Council, but the Council shall not be bound to adopt such recommendations.

Agenda Review
18. (1) The Agenda may be reviewed prior to a meeting of the Council, Committee of the Whole, a Community Council or a Standing Committee.

(2) If an Agenda review is conducted for Council or Committee of the Whole, the following Members and staff shall be notified and permitted to attend:

(a) the Mayor;
(b) the Deputy Mayor;
(c) the CAO;
(d) the DCAO, or delegate;
(e) the Municipal Solicitor, or delegate; and
(f) the Clerk, or delegate.

(3) During the Agenda Review, the Mayor and CAO jointly may:

(a) deleted;
(b) defer any item on the Agenda to a subsequent meeting;
(c) refer any item to a Community Council, Committee of the Whole or a Standing Committee that is within their respective jurisdiction; or
(d) cancel any meeting of the Council, where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

(4) In the absence of the Mayor or the CAO, the Deputy Mayor or the DCAO shall stand in the place and stead of the Mayor or the CAO.
18A (1) If an Agenda review is conducted for a meeting other than Council or Committee of the Whole, the following Members and staff shall be notified and permitted to attend:

(a) the Chair and the Vice Chair;

(b) the CAO, or delegate;

(c) the DCAO, or delegate;

(d) the Municipal Solicitor, or delegate.

(e) the Clerk, or delegate;

(f) the secretary of the Committee or the Community Council.

(2) During the Agenda Review, the Chair and CAO jointly may:

(a) deleted;

(b) defer any item on the Agenda to a subsequent meeting; or

(c) cancel any meeting of the Committee or Community Council, where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

(3) In the absence of the Chair or the CAO, the Vice Chair or the DCAO or his or her delegate shall stand in the place and stead of the Chair or the CAO.

19. (1) On receipt of a request for a presentation, during Agenda review the Mayor or the Chair and the CAO or his or her designate shall review the request and determine the appropriate disposition of the request.

(2) Repealed.

(3) If the subject of the request does not fall within the duties and responsibilities of a Standing Committee, the Mayor and the CAO jointly may:

(a) place the presentation on the Council agenda;

(b) refer the presentation to the Presiding Officer of an appropriate Community Council or committee of the Council;

(c) if the presentation is requesting financial assistance or a tax exemption, refer the delegation to the Grants Committee or Audit and Finance Standing Committee;

(d) if the subject matter of the presentation is a matter which can be addressed by staff, refer the presentation to the appropriate business unit;

(e) determine that the Council will receive only written submissions on the matter; or
(f) If the subject matter of the presentation is a matter which is outside the jurisdiction of the municipality, refuse the request.

(4) Unless otherwise determined by the Presiding Officer and the CAO, or CAO designate, jointly the presentation shall be placed on the Council or a Community Council agenda only if the presentation is in reference to an item of business before the Council or Community Council or any matter within the jurisdiction of the Council or Community Council.

(5) Subject to subsection 4, if the request is to present to a Community Council or a committee of Council and the request does not fall within the duties and responsibilities of the Community Council or the committee of Council, the Chair and the CAO, or his or designate, may refer the presentation to the appropriate Community Council or committee of the Council.

(6) Subject to subsection 4, if the request is to present to a Community Council or a committee of Council and the subject of the request falls within the duties and responsibilities of the Community Council or the committee of Council, the Chair and the CAO, or his or her designate, may

(a) place the presentation on the Agenda of the Community Council or committee of Council; or

(b) determine that the Community Council or committee of Council will only receive written submissions on the matter; or

(c) refuse the request.

Cancellation of any Meeting of the Council

20. (1) A meeting of the Council may be cancelled:

(a) pursuant to clause 18(3)(d); or

(b) on the written request of two-thirds (2/3 rds.) of the Members where, they have determined that the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

(2) A meeting of a Community Council or a committee of the Council may be cancelled:

(a) by the Presiding Officer; or

(b) on the written request of two-thirds (2/3 rds.) of the Members,

where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.
INFORMATION PRIOR TO MEETING OF THE COUNCIL

Agenda Package
21. On the Wednesday preceding each regular meeting of the Council, the Clerk shall cause to be delivered electronically or circulated to each Member the following:

(a) the agenda;

(b) a copy of each report which is to be considered;

(c) a copy of each motion to be considered if the motion or the purpose thereof is not indicated on the agenda; and

(d) the collection of the information reports.

Information to be Provided to the Public
22. The Clerk shall make the agenda and the other information referred to in section 21 available to the general public on a day and time specified by motion of the Council, but subject to section 23, in no case shall it be provided later than 9:00 am on the Monday preceding each regular meeting of the Council.

Circulation of Late Reports
23. If an item on the agenda has a notation indicating that the report will be circulated other than with the agenda package listed in section 21, the report shall be delivered electronically or circulated to each Member as soon as it is practicable prior to the regular meeting of the Council, and the report shall be provided to all Members as near as is reasonably possible at the same time, and in no case shall the report be made available to the public prior to the report having been provided to all Members.

24. If a report to be considered by the Council is circulated to the Council as prescribed in section 23 after the deadline identified in section 21, the Council shall not consider the report unless one or more of its Members requests it to do so, and with agreement of majority vote of its Members present and voting.
PROCEDURE DURING A MEETING OF THE COUNCIL

Order of Business
36. The Order of Business shall be:

(a) Call to Order;
(b) Special community announcements and acknowledgments;
(c) deleted;
(d) approval of the listed order of business and approval of any additions thereto or deletions therefrom;
(e) business arising out of the Minutes unless dealt with elsewhere;
(f) call for declaration of conflict of interests;
(g) motions of reconsideration;
(h) motions of rescission;
(i) consideration of deferred business;
(j) notices of tabled matters that are subject to be deemed to be withdrawn pursuant to subsection 54(6);
(k) public hearings when required will be held at 8 p.m.;
(l) correspondence, petitions and delegations or presentations;
(m) information items brought forward;
(n) reports and recommendations from:
   (i) staff
   (ii) Standing Committees of the Council;
   (iii) Community Councils;
   (iv) Committees of the Council other than Standing Committees;
(o) motions;
(p) added items;
(q) notices of motion; and
(r) adjournment.
<table>
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<th>Item No.</th>
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### Request for Council's Consideration

- **Included on Agenda**
  (Submitted to Municipal Clerk's Office by Noon Thursday)

- **Added Item**
  (Submitted to Municipal Clerk's Office by Noon Monday)

- **Request from the Floor**

**Date of Council Meeting:**

**Subject:**

**Motion for Council to Consider:**

*(Note: when drafting the motion please ensure that it reflects everything that is being requested to be included in the request for a staff report.) – Please ensure this text is deleted in the final version of this form.)*

**Reason:**

**Outcome Sought:**

<table>
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<tr>
<th>Councillor</th>
<th>District</th>
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Transfer Station Lease Agreement

Motion:
Moved by Councillor MacLeod, seconded by Councillor George MacDonald, that a recommendation be made to Council that CBRM exercise the right to purchase the transfer station pursuant to the exiting lease agreement, as outlined in the staff Issue Paper dated June 2018.

Motion Carried.
Issue Paper

TO: GENERAL COMMITTEE

June 2018

RE: Transfer Station Lease Agreement

Background

➢ On February 17, 2005 Council approval was given to implement the Go Forward Plan for Solid Waste Management

➢ One component of the approved Go Forward Plan resulted in the contract agreement with the Municipality of Guysborough for 2nd Generation Landfill services. This contract was secured in March of 2005.

➢ An additional component resulting from the Go Forward Plan was Council authorization of a lease to purchase contract with Sysco for the Rail Hardening building, this building to be renovated and used as the transfer station.

➢ This agreement was secured in January of 2007.

Discussion

At the onset of the agreement there was a requirement to retrofit the existing Rail Hardening building and to utilize as a transfer station. Baling equipment was installed and the building was retrofitted to accommodate railcars.

Also in the ensuing years many modifications and general maintenance issues have been undertaken by CBRM.

The current operation of the solid waste department utilizes the transfer station for the transfer of on average 32,000 tonnes of waste for shipment to Guysborough each year.

Section 19 of the agreement grants the Tenant (CBRM) the option to purchase the Property for the sum of One Dollar ($1.00) at the expiration of the Term.
Recommendation

Staff recommends the following actions:

- Cape Breton Regional Municipality exercise the right to purchase the transfer station pursuant to the existing lease agreement.

ORIGINAL SIGNED BY

Francis Campbell
Manager Solid Waste
Low Income Tax Exemption Program

**Motion:**
Moved by Councillor Bruckschwaiger, seconded by Councillor Doncaster, that a recommendation be made to Council to approve the draft proposed Low-Income Tax Exemption Policy and the amended Tax Collection Policy as presented in the staff Issue Paper dated May 7, 2018.

**Discussion:**
In response to a question, the Chief Financial Officer clarified that after proposed changes to Policy take effect, in order to qualify for the Program, the total combined household income would have to be $23,616.00 or less.

Councillors spoke favorably on the issue and suggested that when approved, communication also be posted on social media.

**Motion Carried.**
ISSUE PAPER

Date: May 7, 2018

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Low-income tax exemption program

BACKGROUND:

When the low-income tax exemption program was approved by Council in 1995, it was incorporated as part of an “Exemption from Taxation – Partial-Full” Policy. This policy document clearly outlined the program details and eligibility requirements of the low income tax exemption (MGA Section 69), but also included other exemptions available to non-profit organizations (MGA Section 71). This policy was subsequently repealed, with the low income exemption component incorporated into the overall Tax Collection Policy (approved by Council September 19, 1995; amended April 15, 2008), and the non-for-profit exemptions incorporated in to a new Operating Grants Policy (later repealed and replaced by the Community Facilities Grant Program, later repealed and replaced by what is now the Municipal Grants Policy).

The Tax Collections Policy is a document that outlines Council’s approved procedure with respect to the collection of taxes, including accepted duration of payment arrangements, payment arrangements under special circumstances, tax sale procedure etc.

Section 3.1 of our Tax Collection Policy states the following with respect to the Low-Income Tax Exemption:

3.1) Residential – Income Guidelines for application of this Section shall be the same as for the Low Income Tax Exemption. The limits are $14,500 for single income and $17,500 for multiple incomes. Owner Occupied Home only! (Does not apply to Summer Homes, Vacant Land, or Rental Properties)
There are several issues with respect to how the low-income tax exemption is incorporated into this document:

1) The amount of the exemption is not defined;
2) Stipulations on property ownership are vague;
3) Other eligibility requirements are not noted;
4) “multiple income” is not defined;
5) No reference for the requirement to complete an application, or deadlines for submission.

It is the opinion of staff that a separate policy document should be drafted that fully outlines the terms and conditions of CBRL’s low-income property tax exemption program. Furthermore, the current Tax Collection Policy should be amended to reference the new Low-Income Property Tax Exemption Policy and how such policy is applied in establishing a tax collection arrangement, rather than amended to incorporate the full details.

It is also the opinion of staff that our current program’s income thresholds are no longer sufficient and have become inaccessible by those in which the policy was intended to assist, as the thresholds have not been updated since 2008. In 2013/14, the program was utilized by 324 residents; in 2017/18, the program was utilized by 165 residents (nearly 50% less than 5 years ago). It is reasonable to assume, given our demographics, poverty statistics, unemployment rate, and outstanding receivables, that the decline in uptake is not a result of our residents no longer needing the exemption, but rather that they no longer meet our unreasonably low eligibility criteria and have essentially been kicked out of the program.

If CBRL is to update the low-income tax exemption policy, the following need to be considered:

1. Should the thresholds continue to be tiered based on occupancy of a single or multiple income basis?
2. What is an appropriate income threshold for this policy and how do we prevent qualifying low-income residents from becoming ineligible due to future cost of living increases in income assistance programs?
3. Should the tax exemption amount of $125.00 per household be increased?

OPTIONS TO CONSIDER:

In comparing CBRL’s policy on low-income tax exemption to similar policies from other municipal units, income thresholds and exemption amounts significantly vary. A summary of these policies is attached.

As you can see, each municipal unit has a different threshold based on their area’s unique needs. For example:

- Some units have separate income thresholds for single income and family incomes (size not specified) (ie. CBRL).
- Most units have one income threshold and exemption amount regardless of family size (ie. Victoria, Inverness).
- Some units have established income ranges with exemption amounts for each income range but does not factor in family size (ie. Bridgewater)
- Some units have a very complex formula which sets the exemption based on a factor of income and tax payable while also enforcing a minimum tax levy (ie. HRM, East Hants).

Additionally:
- Income ceilings range from a low of $14,500 (CBRM) to $40,306 (Colchester).
- Flat rate exemption amounts range from $100 (Guysborough) up to $1,000 (Halifax).
- 12 municipal units use a tiered structure based on family size and/or income brackets.
- 26 municipal units have 1 income threshold, regardless of family size.

ADMINISTRATIVE RECOMMENDATION:

It is staff’s recommendation that any low-income tax exemption policy should be based on a fair and reasonable income threshold and be easily administered. Therefore, the following income threshold and exemption amounts are proposed:

1) Use an overall combined household income, as opposed to having single and family categories. This method is the most widely used amongst other municipal units.

2) The threshold used could be based on the Government of Canada’s combined family income limit to qualify for Old Age Security and the Guaranteed Income Supplement (2018 - $23,616). While not all residents qualifying for CBRM’s tax exemption program will be seniors, this income threshold is a reasonable basis for income for this program (and is also used as the benchmark by some municipal units and the Province’s Senior’s Property Tax Rebate Program). Further, using this income threshold would allow for the annual indexing as applied by the Government of Canada to avoid future income ineligibility creep.

3) The exemption should be increased to $225 (from $125) per qualifying household per year. This compliments the recent increase in the minimum tax levy approved by Council and brings CBRM’s exemption closer to the provincial average.

It is important to note that any changes to income thresholds and exemption amounts would be applicable to the 2018 taxation year (current fiscal year 2018/19), and future years and will not be applied retroactively.
While the increase in exemption can be accommodated in CBRM’s existing budget, the increased uptake due to expanded eligibility is not easily determined. However, the overall budget is not likely to be impacted, as the increases to minimum tax are anticipated to result in revenues exceeding budgeted amounts which will offset the incremental financial impact resulting from the expanded income threshold.

Respecting the Tax Collection Policy some minor recommended changes are noted below:

- All references and clauses pertaining to "business occupancy" be removed.
- Update paragraph 4 for tax sale fees to reflect increased processing costs.
- Remove paragraph 3.1) and reference the policy under Procedure c).

Attached is a listing of the various low-income tax exemption programs province wide. Also attached is the draft proposed Low-Income Tax Exemption Policy and proposed amended Tax Collection Policy incorporating the recommended changes to the low-income tax exemption program as well as the minor wording amendments noted above for Council’s consideration for approval.

Respectfully submitted,

Jennifer Campbell, CPA, CA, Chief Financial Officer

<table>
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<tr>
<th>Proposed Draft Motion:</th>
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<tbody>
<tr>
<td>That Council approve the draft proposed Low-Income Tax Exemption Policy and the amended Tax Collection Policy as presented.</td>
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<tr>
<td>Municipal Unit</td>
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New Proposed Policy

Cape Breton Regional Municipality

“POLICY”

Low-Income Tax Exemption Policy

STATEMENT:

The purpose of this policy is to provide a tax exemption for low-income property taxpayers. This policy is adopted under Section 69 of the Municipal Government Act, which permits council to grant a tax exemption for a person whose income is below the amount established in policy.

DEFINITIONS:

1.0 “Family” includes persons related by blood or marriage, common law spouses, registered domestic partners and persons related through adoption.

1.1 “Family Income” means total income from all sources for the calendar year preceding the fiscal year of the Municipality excluding any allowances paid pursuant to the War Veterans Allowance Act (Canada) or military pension paid pursuant to the Pension Act (Canada) and includes the income of all members of the same family residing in the same household.

1.2 “Owner” means:
   i. The person assessed for the property;
   ii. A person who holds title, including a part owner, joint owner, tenant in common, or joint tenant of the property;

1.3 “Taxes” means residential property taxes, inclusive of area rates applicable to the assessed property.

CRITERIA:

The low-income exemption must be applied for in each taxation year, and is only available to persons who meet the following criteria:
2.1 The applicant must be a permanent resident of the Cape Breton Regional Municipality;

2.2 The applicant must have legal title to the property;

2.3 The property is the applicant(s) primary residence and is assessed in his/her name. Seasonal residences, vacant property, and income properties are not eligible for the low-income exemption.

2.4 The applicant’s family income is less than the maximum income threshold as stipulated in the Federal Guaranteed Income Supplement program for a couple receiving full Old Aged Security Pension. This value is updated on an annual basis by the federal government for any cost of living increases.

APPLICATION:

3.1 An application form duly completed and sworn or affirmed to, must be submitted on or before December 31 for processing in the then current taxation year. Satisfactory proof of income must be submitted with the application. Failure to supply satisfactory proof of income shall render the application ineligible.

3.2 Property owners meeting eligibility criteria above and demonstrating satisfactory proof of income shall be granted a maximum tax exemption of $225.00 for the taxation year applied.

3.3 At no time shall the exemption amount approved exceed the annual taxes levied on the subject property.

3.4 Notwithstanding any other provision of this policy, no exemption is conferred from obligations to remedy unsightly or dangerous premises or any other infractions against a statute, regulation or by-law, whether Municipal, Provincial, or Federal and any charges imposed upon a property arising from the enforcement of such provisions shall not be subject to a tax exemption pursuant to this Policy.
Cape Breton Regional Municipality

"POLICY"

TAX COLLECTIONS

STATEMENT:

The collection of Municipal property taxes, business occupancy taxes and various rates levied by the Municipal Unit on a regular and timely basis is an integral component of the financial administration picture. The Assessment Act and the Municipal Government Act make certain provisions which clarify the rights and limitations for the Municipality to perform the collection operation. The role of this policy is to define the direction of Council in concert with legislative authority and responsibility thus enabling administrators to complete their task without constantly seeking authorization from Council. Under certain conditions it may be necessary to involve council, however, the intent of the policy is to minimize these occurrences to policy review or oddities which are not covered by the policy. As with all policies it will be important for periodic review to ensure compliance with changing legislation and Council direction.

Definitions: (as per Assessment Act)

i.e. rates, area rates,
business occupancy, etc.

- Satisfactory Payment Method:

(1) Arrangement whereby residential and commercial account arrears and current tax levy are paid in full by installments not exceeding two years from date of agreement.

(2) Arrangements whereby Business Occupancy account arrears are paid in full by installments not exceeding one year from date of agreement.

(3) Special Circumstances: (Financial Position of Taxpayer makes (1) above unmanageable)
3.1) Residential Income Guidelines for application of this Section shall be the same as for the Tax Relief Policy for Low Income Taxpayers Low Income Tax Exemption. The limits are $14,500 for single income and $17,500 for multiple income. Owner occupied homes only and does not apply to summer homes, vacant land, or rental properties.

**Qualifying Criteria:**

a) CBRM shall require the taxpayer to provide proof of income in the form of income tax returns or other documents deemed to be acceptable by the Financial Services Department. In addition, records of expenditures related to the property (i.e. power, oil etc.) may also be requested.

b) Pre-authorized payments shall be the only means of payment acceptable under this arrangement.

c) The maximum term of an arrangement shall be at the discretion of the Management of the Financial Services Department, but shall not exceed Three (3) Years.

Procedure where Qualifying Criteria has been met:

a) Process Property for Tax Sale where applicable.

b) Waive administrative fee structure as per Criteria 4 below.

c) If taxpayer meets the criteria noted in CBRM’s Gram Low-Income Tax Exemption Policy, apply the exemption for the current year and consider future years eligibility during which the established arrangement applies.

d) Effective the month of the arrangement no further interest charges shall be applied until the term expires.

e) Where accumulated interest on an account is in excess of 10% of the total property taxes owing, a one-time interest adjustment may be made reducing the interest balance to NIL. This adjustment will be done annually in March of each year during the term of the arrangement. The amount of the adjustment will be pro-rated according to the amount paid over the previous 12 months.

**Conditions:**
a) All Qualifying Criteria have to be met before arrangements can be accepted under this section
b) Failure to keep the terms of the arrangements under this policy will result in the property being placed on the next available Tax Sale. Payment in full will be required to settle the account prior to the date of the sale.
c) Arrangements under this section may be applied only once to an account for any one assessed owner.

3.2) Commercial Business Occupancy: Special Circumstances: (Financial Position of Taxpayer makes (1 and/or 2) above unmanageable)

Where a Commercial Property has been listed for Tax Sale and the taxpayer can substantiate their inability to comply with Section 1 and/or 2 of the policy, the management of the Financial Services Department has the authority to adjust interest upon full settlement of the principal tax balance. Such practice will only be done after the Financial Services Department have done a financial review and due diligence to ensure the viability of the business will require such action.

Collection Procedure:

1. In the case of taxes and rates levied on real property, any account with arrears in excess of 2 years billings shall be processed for tax sale. Properties with less than two years may be processed for tax sale in accordance with Part (6) Section 134 (1) of the Municipal Government Act.

2. Tax sale process consistent with Legislation, once initiated shall not be halted without full payment of the account, satisfactory payment arrangements being made, legislated process exceeding authority of Municipality started, intervention by Courts or directive from Council to cease action.

3. Business Occupancy tax or Any other levy which does not form a lien on real property shall be considered for collection action 60 days from date of billing. The issue of warrants, seizure of property, small claims court action etc. shall not be initiated until after March 31st of the year in which the taxes were levied. Action shall not be halted without full payment of account,
satisfactory payment arrangement, legislated process exceeding authority of Municipality started, intervention by courts or direction from Council to cease action.

4. Collections cost of $200.00 shall be applied to account balance immediately prior to the issue of the initial Tax Sale letter. A further $200.00 shall be added at the time when a Title search is requested. An additional $100.00 shall be added at the time the first published advertisement is prepared. A $25.00 charge for posting the tax notice on the property will be applied to the account. There is also a deed administration preparation fee in the amount of $200.00 $100.00. These fees are in addition to charges applicable under the Assessment Act. Account payment shall be applied to any such charges prior to affecting interest and tax levy.

5. Collection action shall be consistent with appropriate Legislation.

6. For the purpose of administration of legislated requirements covering tax collection, the Manager of Financial Services shall perform the duties of the Treasurer or Director of Finance.

7. In cases where individuals or companies supply goods or services to the Regional Municipality no payment of same shall be carried out if the individual or company is in tax arrears. The Municipality shall have the right to control payment according to tax account situation. (This clause also forms part of the Procurement Policy of the Municipality.)

Approved by Cape Breton Regional Council: September 19, 1995

Amended by Council: February 15, 2000; September 27, 2005; April 15, 2008, May XX, 2018
Cape Breton Regional Municipality

POLICY

EXEMPTION FROM TAXATION - PARTIAL - FULL

STATEMENT:

Council recognizes the need to provide some form of property tax assistance to low income property owners, community organization, charitable groups, Municipal agencies such as Volunteer Fire departments and organizations providing a community service which would otherwise require financial assistance from Municipal Government. These situations can best be addressed by development of a policy which demonstrates sound reasoning and clear direction in this area. Each of the identified components of this policy have a certain uniqueness and require specific guidelines to denote their respective status.

The establishment of this policy must take into account the legislative authority of the Municipality, the administrative task of implementation and control land the role of Council to develop policies consistent with the needs of the community.

Definitions: (as per Assessment Act)
Societies Act
Respective Legislation etc.

Criteria:

1. Low income property owners subject to a Means Test shall be granted a maximum year tax reduction of $125.00. The means test is as follows:

   (a) Legal title to the property resides with the taxpayer.

   (b) An application form duly completed and sworn or affirmed to, must be submitted on or before March 31 for processing in the then current taxation year.
(c) The **MAXIMUM** taxable household income as determined by Revenue Canada income tax formula shall not exceed;

(1) Single - $11,000.
(2) Multiple- $15,000.

(d) Exemptions shall not be granted for any account in tax arrears.

(e) The taxpayer is a resident at the property upon which the exemption is being sought.

(f) An application form must be completed and processed for each year.

2. Partial tax exemption shall be granted as a result of currently in place legally binding agreements between previous Municipal units and various companies operating in the unit.

3. Full tax exemption shall be granted for all property assessed in the name of a Volunteer Fire Company or a Fire Company providing fire service to the Municipal Unit.

4. Full tax exemption shall be granted for all property assessed in the name of a community organization which has the sole purpose of providing recreational opportunity to the community. The organization must be a registered charity or incorporated under the Societies Act of Nova Scotia.

Adopted by Council on the 19th day of September, 1995.

**NOTE:** This policy appears to have been repealed and incorporated into the Operating Grants Policy approved by Council on March 16, 1999 and amended September 25, 2001; and into the Tax Collections Policy approved by Council on Sept. 19, 1995 as amended to April 15, 2008. (D. Campbell Jan 6/10)
Issue Paper

Date: June 8, 2018
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Water Collections Policy

At the June 5, 2018 General Committee, staff presented an issue paper and proposed policy documents concerning an improved Low-Income Tax Exemption Policy.

It was subsequently noted that the Water Collections Policy makes reference to the low income thresholds in the policy document being amended:

3.1) Residential – Income guidelines for application of this Section shall be the same as for the CBRM Low Income Tax Exemption. The limits are $14,500 for single income and $17,500 for multiple incomes. Owner Occupied Home only! (Does not apply to Summer Homes, Vacant Land, or Rental Properties).

A minor amendment to delete this section of the Water Collection Policy and replace . with a reference to the new Low-Income Tax Exemption Policy is therefore required and prevents the need to amend both policies going forward, following any future changes to the Low Income program.

The following amended is proposed:

3.1) Residential – Income and eligibility guidelines for application of this Section shall be the same as for the CBRM Low Income Tax Exemption Policy.

A copy of the full policy reflecting the proposed amendment is enclosed for your consideration and approval.

Respectfully submitted,

ORIGINAL SIGNED BY

Jennifer Campbell, CPA, CA
Chief Financial Officer
Cape Breton Regional Municipality

WATER RATE COLLECTIONS POLICY

STATEMENT:

The collection of Water Rates levied by the Municipal Unit on a regular and timely basis is an integral component of the financial administration picture. The Nova Scotia Utility and Review Board approved Schedule of Rule and Regulations make certain provisions, which clarify the rights and limitations for the Municipality to perform the collection operation. The role of this policy is to define the direction of Council in concert with legislative authority and responsibility thus enabling administrators to complete their task without constantly seeking authorization from Council. Under certain conditions it may be necessary to involve council, however, the intent of the policy is to minimize these occurrences to policy review or oddities, which are not covered by the policy. As with all policies it will be important for periodic review to ensure compliance with changing legislation and Council direction.

Collection Procedure:

1. Arrears notices will be sent to customers whose accounts are 120 days in arrears. An account is in arrears once the due date of the invoice has passed.

2. Notice of disconnection will be issued to customers whose accounts are 150 days in arrears. This notice will give the customer 30 days to pay or make arrangements to pay. (See Satisfactory Payment Methods)

3. When a customer fails to act on the notice of disconnection within the prescribed time, a notice will be posted on the property within 5 days of the expiration of the Notice of Disconnection. This notice will further advise the customer that their service will be disconnected within three (3) days. The water valve on the property will also be marked for location sometime during the collection process.

4. When a customer has not acted as a result of the property posting, the account remains unsettled in accordance with the Satisfactory Payments...
Method of this policy, and the three (3) days have passed (see #3 above), the water service will be disconnected for non payment. (For terms of re-connection see Section #3 – Satisfactory Payment Arrangements)

5. For the purpose of administration of requirements covering water rate collection, the Manager of Financial Services shall be the administrator of the policy and perform the duties of the Treasurer or Director of Finance under the policy.

6. In cases where individuals or companies supply goods or services to the Regional Municipality no payment of same shall be carried out if the individual or company is in arrears of water rates. The Municipality shall have the right to control payment according to water account situation. (This clause also forms part of the Procurement Policy of the Municipality.)

Satisfactory Payment Method:

(1) **Active Services**: Arrangement whereby **residential** account arrears and current rates (for future arrangement period) are paid in full or by installments not exceeding two years from date of agreement, or any combination thereof. Payment shall be by pre-authorized bank debit unless otherwise approved by the policy administrator.

(2) **Active Services**: Arrangements whereby **commercial** account arrears and current rates (for future arrangement period) are paid in full or by installments not exceeding one year from date of agreement, or any combination thereof. Payment shall be by pre-authorized bank debit unless otherwise approved by the policy administrator.

(3) **Default of Payment Arrangement**: A customer shall be granted one reprieve for failure to adhere to payment arrangements. Any additional failure will result disconnection of service (see Section #4 Collection procedure). Where a customer has previously been disconnected for non payment under this policy and a subsequent arrangement had been made (see Section #4 Disconnected...
Services) and they have failed this subsequent arrangement, service will be re-connected only upon settlement in full of the account.

(4) **Disconnected Services:** When water service has been disconnected for non-payment in accordance with this policy, service will be re-connected only after the customer has made a minimum payment of 25% of the account balance and signed for pre-authorized bank debit for the remainder of the balance covering a period not exceeding 18 months.

(5) **Special Circumstances:** (Financial Position of customer makes (1) above unmanageable)

3.1) **Residential Income and eligibility Guidelines** for application of this Section shall be the same as for the CBRM Low Income Tax Exemption Policy. The limits are $14,500 for single income and $17,500 for multiple incomes. Owner-Occupied Home only! (Does not apply to Summer Homes, Vacant Land, or Rental-Properties)

**Qualifying Criteria:**

a) CBRM shall require the customer to provide proof of income in the form of income tax returns or other documents deemed to be acceptable by the Financial Services Department. In addition, records of expenditures related to the property (i.e. power, oil etc.) may also be requested.

b) Pre-authorized payments shall be the only means of payment acceptable under this arrangement unless otherwise approved by the administrator of the policy.

c) The maximum term of an arrangement shall be at the discretion of the Management of the Financial Services Department, but shall not exceed Three (3) Years.

Procedure where Qualifying Criteria has been met:

a) Effective the month of the arrangement no further interest charges shall be applied until the term expires.

b) Where accumulated interest on an account is in excess of 10% of the total water rates owing, a one-time interest adjustment may be made reducing the interest balance to NIL. This adjustment will be done annually in March of each year during the term of the arrangement. The
amount of the adjustment will be pro-rated according to the amount paid over the previous 12 months.

Conditions:

a) All Qualifying Criteria have to be met before arrangements can be accepted under this section.

b) Failure to keep the terms of the arrangements under this policy will result in the disconnection of water service following issue of a three-day notice (see collection procedure Section #4). Payment in full will be required to settle the account prior to disconnection or in order to have service restored.

c) Arrangements under this section may be applied only once to an account for any one customer.

3.2) Commercial – Special Circumstances: (Financial Position of Customer makes (2) above unmanageable)

Where a Commercial Property has been listed for disconnection and the commercial customer can substantiate their inability to comply with Section 2 of the policy, the management of the Financial Services Department has the authority to adjust interest upon full settlement of the principal water balance. Such practice will only be done after the Financial Services Department have done a financial review and due diligence to ensure the viability of the business will require such action.

Approved by Council: February 17, 2004

Amended by Council: September 27, 2004

Amended by Council: MM/DD/YYYY
Resolution of Pre-Approval of Debt Issuance

**Motion:**
Moved by Councillor MacLeod, seconded by Councillor George MacDonald, that a recommendation be made to Council for pre-approval of the Debenture Issuance for the MFC Fall Debenture in the amount of $12,975,000 for Capital projects approved and completed in the fiscal year 2016-2017.

**Motion Carried.**
CBRM requires a pre-approval for Debenture Issuance for the MFC Fall Debenture. The amount of borrowing required is $12,975,000. This borrowing is for capital projects approved and completed in the fiscal year 2016-2017.

Due to the fact that longer than 12 months have elapsed since the original approval, a current resolution must be passed. The original motion of Council from the May 12, 2016 Council meeting is attached for reference.

Sincerely,

ORIGINAL SIGNED BY

Jennifer Campbell, CPA, CA Chief Financial Officer
Capital Projects Cont’d:

c) **Wastewater Management – Feasibility/ Risk Assessment Year 1 of 2 (BCF-MIC)**
   - Not agreed

**Motion:**
Moved by Councillor Cormier, seconded by Councillor MacLeod, to postpone the Wastewater Management – Feasibility/ Risk Assessment Year 1 of 2 (BCF-MIC) as presented in the Capital Budget.

**Motion Carried**

d) **Debt Servicing Solid Waste** – Agreed.

**Capital Budget 2016-2017:**

**Motion:**
Moved by Deputy Mayor George MacDonald, seconded by Councillor MacLeod, approval of the 2016-2017 Capital Budget as recommended by staff, including:
- 2016-17 Capital Budget totaling $30,011,326;
- Associated required Borrowing Resolutions for $13,622,234;
- $1,867,797 withdrawal from Reserve;
- $380,000 withdrawal from tax sale surplus;

which amounts are to be adjusted based on the earlier motions to postpone the Sydney Harbour (West) Collector/Treatment – Year 1 of 10 (NBCF PTIC-NIC); and the Wastewater Management – Feasibility/ Risk Assessment Year 1 of 2 (BCF-MIC) projects.

**Discussion:**

The Chief Financial Officer noted that the amount of borrowing will be slightly lower due to the postponement of the Wastewater Projects.

The Director of Engineering and Public Works stated that Council may wish to reallocate that borrowing to the road projects.

**Motion Carried.**

Council Recessed at 11:24 a.m.

Reconvened at 11:38 a.m.
Borrowing Resolution - Operating

**Motion:**
Moved by Councillor MacMullin, seconded by Councillor Prince, that a recommendation be made to Council to approve the renewal of the Borrowing Resolution for the Operating Line of Credit in the amount of $44,000,000 with the Bank of Montreal for the 2018/2019 fiscal year to finance short term operations and bridge financing for capital projects.

**Motion Carried.**
MEMO

Date: May 2, 2018
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Borrowing Resolution, Operating

CBRM has in place a borrowing resolution for a $44,000,000 line of credit. Our financial institution, the Bank of Montreal, requires CBRM to renew this operating line of credit annually. This represents the overdraft that is used to finance short term operations and bridge financing for capital projects.

The Bank of Montreal requires a motion from Council to renew this borrowing resolution for the 2018/2019 fiscal year.

Sincerely,

ORIGINAL SIGNED BY

________________________________________
Jennifer Campbell, CPA, CA  Chief Financial Officer
Borrowing Resolution - Lease Facility

**Motion:**
Moved by Councillor Coombes, seconded by Deputy Mayor Eldon MacDonald, that a recommendation be made to Council to approve the renewal of a Lease Facility with a limit of $2,000,000 with the Bank of Montreal for the 2018/2019 fiscal year to allow CBRM departments to opt to finance equipment purchase through a capital lease agreement.

**Motion Carried.**
MEMO

Date: May 2, 2018
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Borrowing Resolution, Lease Facility

CBRM has in place a lease facility that carries a limit of $2,000,000. Our financial institution, the Bank of Montreal, requires CBRM to renew this lease facility annually. CBRM will from time to time, opt to finance equipment purchases through a capital lease agreement that carries a shorter term than borrowing through the traditional debenture process. Lease payments are included in the respective departments' operating budgets and does not affect borrowing capacity.

The Bank of Montreal requires a motion from Council to renew this lease facility for the 2018/2019 fiscal year.

Sincerely,

ORIGINAL SIGNED BY

Jennifer Campbell, CPA, CA  Chief Financial Officer
RC3 Meetings Policy - Proposed Amendments

**Motion:**
Moved by Councillor Bruckschwaiger, seconded by Councillor MacLeod, that a recommendation be made to Council to amend the RC3 Meetings Policy to state that the regular monthly meetings of CBRM Council are between the hours of 6:00 p.m. and 10:00 p.m.; subject to the decision of Council to go beyond the adjournment time to conclude regular agenda items.

**Discussion:**
The change in regular scheduled Council meetings from the third Tuesday of the month to the fourth Tuesday was discussed and it was agreed that the issue will be placed on the agenda of a summer meeting of Council for discussion.

**Motion Carried.**
To: Mayor Cecil P. Clarke & Members of Council

From: Deborah Campbell Ryan, Municipal Clerk

Date: May 30, 2018

Subject: RC3 Meetings Policy – Proposed Amendments

Attached is the RC3 Meetings Policy which outlines the day and time for regular monthly meetings of CBRM Council.

As noted in the Policy, the current hours for the regular monthly meetings are from 6:00 p.m. to 9:00 p.m., subject to the decision of Council to go beyond the adjournment time to conclude regular agenda items.

Because the regular monthly meetings of Council typically go beyond 9:00 p.m. to deal with the agenda items, it is recommended that the Policy be amended to state that the regular monthly meetings are from 6:00 p.m. to 10:00 p.m., with the same proviso to go beyond that hour if Council decides to do so.

Recommendation/Suggested Motion:

That a recommendation be made to Council to amend the RC3 Meetings Policy to state that the regular monthly meetings of CBRM Council are between the hours of 6:00 p.m. and 10:00 p.m., subject to the decision of Council to go beyond the adjournment time to conclude regular agenda items.

ORIGINAL SIGNED BY
Deborah Campbell Ryan
Municipal Clerk

Attachment
Copy: Marie Walsh, Chief Administrative Officer
CAPE BRETON REGIONAL MUNICIPALITY

Resolution RC3

MEETINGS POLICY

Purpose:

This Resolution was composed to set the day and time for Regular Monthly Meetings of the Council of the Cape Breton Regional Municipality.

The Resolution known as "RC3 – Meetings" was offered originally at the August 1, 1995 inaugural meeting of Council and read as follows:

WHEREAS it has been discussed at length that Tuesday is the consensus for a monthly meeting of Regional Council;

AND WHEREAS the third Tuesday would be the preferred time, between the hours of 6:00 p.m. and 9:00–10:00 p.m., subject to the decision of Council to go beyond the adjournment time to conclude regular agenda items.

Regularly moved and seconded...

Approved by Council: August 1, 1995

Amendment to change: 7:00 p.m. to 6:00 p.m.

Amendment to change: Adjournment time from 10:00 p.m. to 9:00 p.m.
CBRM Council: March 11, 2005

Amendment

____________ 2018
Borrowing Policy – Proposed Amendments

**Motion:**
Moved by Councillor Bruckschwaiger, seconded by Councillor Macleod, that a recommendation be made to Council to approve the proposed amendments to the Borrowing Policy as outlined in the staff Issue Paper dated May 10, 2018.

**Motion Carried.**
Issue Paper

Date: May 10, 2018

To: Mayor and Council

From: Jennifer Campbell, CPA, CA Chief Financial Officer

Re: Borrowing Policy

During the 2018/19 budget deliberations, councillors expressed concern regarding the practice of approving a capital budget that could potentially result in a breach of CBRM’s existing borrowing policy.

Currently, the existing borrowing policy states:

"...the maximum amount of borrowing in a capital budget in a given year will be no more than one half of the principal payments towards the debt in that same given year."

The CBRM recognizes that certain planned capital projects are contingent on leveraging funds from federal and provincial infrastructure programs (or other funding sources), however it is unlikely that all submissions will receive funding approval. It has therefore been the practice to bring forth a capital budget that instead plans for equal borrowing to debt reduction, but includes the presumption that not all funding applications will be successful and that anticipated borrowing will in fact be less than the budgeted amount. For applications that aren’t successful, the planned project and related borrowing is deferred to a future budget year and overall debt reduction is still achieved.

It is our understanding that Council supports the existing capital budget “methodology”, however it is desired to amend the current policy to reflect current practice.

The existing borrowing policy is included for reference, along with a proposed amended policy for consideration.
It is staffs' recommendation that council pass a motion to approve the amended borrowing policy as presented.

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer
Borrowing Policy

PREAMBLE:

The CBRM requires a reasonable level of annual capital financing to address infrastructure needs while at the same time achieving a reduction in its overall capital debt and corresponding debt servicing costs.

OBJECTIVE:

Given CBRM’s infrastructure needs, it is important to maximize capital investment to the greatest extent possible, while being fiscally responsible. It is the objective of this Policy to manage existing debt by limiting the required borrowing in a fiscal year to an amount less than or equal to the principal repayments in that year. As overall debt decreases, there will be corresponding savings in debt servicing costs. Those savings can then be redirected to fund capital expenditures out of the general operating fund.

POLICY STATEMENT:

It is the policy of the CBRM that the maximum amount of planned borrowing in the Capital Budget in a given year will not exceed the total principal debt repayments in that same budget year.
Borrowing Policy

PREAMBLE:

The CBRM requires a reasonable level of annual capital financing to address infrastructure needs while at the same time reducing its capital debt load.

OBJECTIVE:

It is the objective of this Policy to have less borrowing in the capital budget than the amount of principal payments, thereby reducing the total debt. As the debt decreases, there will be corresponding savings in debt servicing costs. Those savings will be used to fund capital out of operating.

POLICY STATEMENT:

It is the Policy of the Cape Breton Regional Municipality that the maximum amount of borrowing in a Capital Budget in a given year will be no more than one half of the principal payments towards the debt in that same given year.

REPEAL:

The Capital Debt Policy and Capital Funding Strategy Policy previously approved by Council are hereby repealed.

Approved by Council: May 15, 2012
Council Appointments to Internal and External Committees - Term (Amendments to RC4 Committees Policy)

**Motion:**
Moved by Deputy Mayor Eldon MacDonald, seconded by Councillor Coombes, that a recommendation be made to Council to approve the proposed amendments to RC4 Committees Policy as presented in the staff report dated May 30, 2018.

**Motion Carried.**
MEMO

To: Mayor Cecil P. Clarke & Members of Council

From: Deborah Campbell Ryan, Municipal Clerk

Date: May 30, 2018

Subject: Council Appointments to Internal and External Committees -- Term
(Amendments to RC4 Committees Policy)

At the March 7, 2018 meeting of Council, a motion was passed to change the term for Council appointments on internal and external committees from one year to two years. At that time I indicated that the amended policy would be brought back to Council for approval.

To that end, attached please find RC4 Committees Policy with the suggested changes highlighted in yellow.

I would point out that additional changes were required to Section 12 (Nominating Committee) in terms of scheduling those Committee meetings, and Section 20 (Audit Committee) to reference the new Audit Committee Policy.

Recommendation/Suggested Motion:

That a recommendation be made to Council to approve the amendments to RC4 Committees Policy as presented.

ORIGINAL SIGNED BY
Deborah Campbell Ryan
Municipal Clerk

Attachment
Copy: Marie Walsh, Chief Administrative Officer
CAPE BRETON REGIONAL MUNICIPALITY

Resolution RC4

COMMITTEES

1. Standing Committees

The following standing committees shall be appointed annually every two years:

- Fire and Emergency Services Committee
- Audit Committee
- Heritage Advisory Committee
- Appeals Standing Committee

2. Police Commission

Some members of the CBRM Council will also be sworn as Police Commissioners for a two year term. The Police Commission will act autonomous of Council and will carry out the prescribed responsibilities as outlined in the Cape Breton Regional Municipality By-laws governing the operation of its Police Commission and the Nova Scotia Police Act. The Commission shall meet on a quarterly basis (i.e. March, June, September and December), with the proviso that a special meeting could be called by the Chair should a pressing issue arise. (Police Commission – February 25, 2014). The Chair shall be selected by the Commission at the December meeting for a term of two consecutive years. The Chair shall also represent CBRM on the Nova Scotia Association of Police Boards.

3. General Committee

Following a trial period utilizing a Committee of the Whole system, the General Committee replaced the Protective Services, Public Services, Water Utility, Planning Advisory and Corporate Services Committees (Council - February 19, 2013). General Committee membership is comprised of all members of Council and chaired by the Mayor. The General Committee was empowered with certain decision-making powers as per Section 23(1)(c) of the Municipal Government Act (MGA) (Council – April 16, 2013). The delegated powers include:

a. Declaring CBRM property as surplus to the needs of the Municipality in accordance with the CBRM Property Management Policies;
b. Building Inspection;
Resolution RC4 - Committees

c. Development;
d. Animal Control
e. Non-service delivery revenue i.e. licenses, permits, etc.
f. Public Works;
g. Engineering;
h. Transit;
i. Solid Waste Collection and Disposal;
j. Parks and Recreation;
k. Oversight of the CBRM Water Utility operation, including Regulatory Responsibility, Service Procedures, Rate Structure, Budget Preparation for Council consideration, and recommendations on Capital Projects;
l. will make decisions on all issues pertaining to the legislative branches of government, including:

  i. The Chief Administrative Officer's Department
  ii. The Clerk's Department
  iii. Solicitor
  iv. Finance Department
  v. Human Resources
  vi. Economic Development Initiatives

m. Issues relating to fiscal services;

n. Oversight of the business operation of Centre 200 and the Northside Industrial Park;

o. Advise the Council in the preparation, amendment or revision of planning strategies, land-use by-laws, and subdivision by-laws and on land use matters generally, and to carry out the functions of a Planning Advisory Committee pursuant Sections 200-203 of the MGA;

p. The General Committee will report to Council periodically during the year concerning:
   - financial status, actual vs. budget
   - to seek approval for deviation from approved policy
   - departmental performance issues.
4. Residual Power

In recognition of the ultimate power of the Council, especially on occasions when it would be prudent to retrieve an issue from the General Committee, CBRM Council reserves the right to require an issue to be returned to Council in formal session.

5. Committee Chair

The position of Chair of each standing committee shall be rotated annually unless otherwise directed in this or another CBRM Policy.

6. Policies, By-Laws and Budgets

Council shall approve policies, by-laws and budgets for each of its standing committees which will govern the action of the standing committees.

7. Members of Standing Committees

Except when otherwise provided by these By-laws or any statute, all standing committees consist of a minimum of three councillors who shall be appointed for a two year term. It shall be a guideline to strive for at least one half of the membership of committees to rotate off annually every second year to maintain continuity.

8. Mayor

The Mayor is an ex-officio voting member of all Committees except the Audit Committee and the Police Commission.

9. Special Committees

(1) Special or select committees may be appointed on motion, by recorded resolution, at any time.

(2) Upon presenting its final report to Council on matters referred to it, a special or select committee is dissolved.
10. Citizen Advisory Committees

The Council may from time to time appoint citizen advisory committees to advise the Council on the subjects and at the times set out in the resolution establishing the committee.

11. No Additional Remuneration

No member of a committee is entitled to remuneration for serving on the committee.

12. Nominating Committee

(1) At the first regular meeting of Council held in October of each year, after the Election, and at the first regular meeting of Council held in October two years thereafter, the Council shall appoint, or authorize the Mayor to appoint, the Nominating Committee. The Committee shall consist of the Mayor and at least five (5) Councillors.

(2) Upon appointment, or soon thereafter, the Nominating Committee shall convene and nominate persons to serve for the ensuing year next two years on the standing committees and external agencies/committees.

(3) The Nominating Committee shall also meet as required to deal with citizen appointments and any vacancies on Committees.

(4) The Council may ratify the report of the nominating committee or may substitute the name of any person instead of the person nominated by the committee.

13. Non-Committee Council Members

Council members not serving on Committees will not be permitted to participate in the Committee debate or the vote, but are authorized to make comments, presentations and participate at Committee meetings.

14. Committee Procedure

(1) Unless otherwise determined by statute or by-law, the members of a committee shall at their first meeting following the appointment of the committee choose a chair and a vice-chair from among their number.
(2) The Clerk shall call the first meeting of any committee after its appointment on the request of the Mayor or a majority of the members of the committee.

(3) The procedures to be followed by any committee are those prescribed by the rules of order resolution.

(4) A majority of the members of a committee is a quorum.

(5) All meetings of a committee are public except meetings to discuss matters related to personnel, land acquisition, legal opinions and other similar matters as outlined in Section 22(2) of the Nova Scotia Municipal Government Act.

15. Vacancies in Committees

(1) A councillor appointed to a committee ceases to be a member of the committee upon ceasing to be a councillor.

(2) The Council may by majority vote remove any member from a committee, remove any committee, or remove any member of a board or commission appointed by the Council.

(3) The Council shall fill any vacancy occurring in any committee or with respect to any person appointed by the Council as soon as practicable after the vacancy occurs.

16. Council Authority

The Council may confirm, alter, modify or annul any act, requirement or direction of any committee.

17. Committee Reports

(1) The report of a committee shall be in writing and signed by the Chair.

(2) When there is a difference of opinion among the members of the committee, the minority may report their views in writing to the Council, if they see fit.

18. Duties of Standing Committees

It is the general duty of all standing committees:
(a) to report to the Council from time to time, whenever desired by the Council and as often as the interests of the Regional Municipality may require, on all matters connected with the duties imposed on them;

(b) to carry out action in relation to those matters connected with their duties as may be deemed necessary;

(c) to draft and introduce for Council consideration and adoption of the by-laws, policies and budgets necessary to empower Committees to carry out their mandate;

(d) to consider and report on any and all matters referred to them by the Council or the Mayor;

19. Fire and Emergency Services Committee

The Terms of Reference for the Fire and Emergency Services Committee is as follows: (Council - August 19, 2014):

**Mission**

The mission of the Fire and Emergency Services Committee is to manage community risk through a system of engineering, enforcement, education and consultation; and to provide a standard of emergency response meeting the defined needs of the CBRM.

**Committee Structure**

The Committee shall consist of five (5) members of Council. The Deputy Mayor is to serve as Chair with the annual election of a Vice Chair. Half of the Committee members are replaced annually every two years to maintain Committee continuity.

**Committee Duties**

The Committee is to report to Council, carry out the requests of Council, conduct research, create draft bylaws, policies and budgets for Council’s consideration, and provide an annual report to Council on the state of service delivery including recommended service direction.

**Areas of Responsibility**

The Fire and Emergency Services Committee will accomplish their mission through their oversight and recommendations to Council pertaining but not limited to the delivery of:

1. Registration of Fire Services;
2. Registration of Emergency Service;
3. Volunteer Support;
4. Fire Service Operations;
5. Fire - Emergency Services;
6. Fire Service Prevention;
7. Fire Service Training;
8. Emergency Management; and

Proposed Meeting Schedule

Meetings will be held at a minimum quarterly or more frequently as determined by the Chair. The schedule is as follows:
- March - Budget Proposal
- June - Activities Reports
- September - Activities Reports
- December - Activities Reports

When possible, meetings will be held on the second Wednesday of the month commencing at 10:00 a.m.

20. Audit Committee

The Audit Committee shall consist of five members of Council, including the Deputy Mayor as Chair, and is responsible for the subjects prescribed by the Public Sector Accounting Board, and any other regulations passed pursuant to Section 44 of the Municipal Government Act. Be appointed in accordance with the provisions of the Audit Committee Policy to perform the duties and exercise the powers prescribed by the Audit Committee Policy in accordance with the Municipal Government Act.

21. Heritage Advisory Committee

The Heritage Advisory Committee shall be appointed in accordance with the provisions of the Heritage Property By-Law to perform the duties and exercise the powers prescribed by the Heritage Property By-Law and the Heritage Property Act.

22. Pension (Retirement) Committee

The Pension (Retirement) Committee members shall be appointed in accordance with the provisions of Section XIII of the Cape Breton Regional Municipality By-law Respecting Pension Plan to perform the duties, exercise the powers and report to Council as prescribed in the said By-law.

23. External Agencies and Committees
While Council supports the efforts of external agencies and committees within CBRM and acknowledge the exemplary service provided to the community, it is the Policy of CBRM that direct representation by Council members will not be provided, with the exception of the following organizations (or by future motion of Council), to which the required number of Councillors will be appointed for a one two year term unless otherwise stated:

- Cape Breton Regional Library Board (3 members);
- Pitu'paq (one member);
- Nova Scotia Solid Waste-Resource Management Regional Chairs Committee (one member for a two year term);

Members of Council are at liberty to offer their service to community organizations as a citizen of the Municipality (Council - June 18, 2013).

24. Appeals Standing Committee

The Terms of Reference for the Appeals Standing Committee shall be as follows:

**Purpose:**

a. The purpose of the Appeals Standing Committee is to provide a single forum for the hearing of certain appeals of decisions by staff of the Municipality and other duties as assigned.

**Composition:**

b. The Appeals Standing Committee shall consist of all members of Council.

c. The Mayor will be the Chair and the Deputy Mayor will be the Vice-Chair of the Appeals Standing Committee.

**Duties and Responsibilities:**

d. To hear appeals as delegated to the Committee by the Council, including appeals in accordance with the dangerous and unsightly premises provisions in Part XV of the Municipal Government Act; appeals in accordance with the CBRM Taxi By-law (as authorized under Section 305 of the Motor Vehicle Act); and to issue demolition orders in accordance with the dangerous and unsightly premises provisions in Part XV of the Municipal Government Act.

**Administration and Procedures:**
c. The Appeals Standing Committee shall meet as required to fulfil its duties and responsibilities, and within sixty (60) days from the date the Clerk is in receipt of:

- an appeal of a decision of staff; or
- a Notice of Staff Intent to Request an Order to Demolish; or
- a request by an owner to appear and be heard pursuant to Section 346(3) of the Municipal Government Act.

f. While the meetings of the Appeals Standing Committee are open to the public, the proceedings will not be live streamed or videotaped, and the background information for the agenda items will not be posted on the CBRM website.

Approved by Council August 1, 1995

As amended by Council:

- May 21, 1996
- Occupational Health and Safety Committee deleted as per motion of Council
- December 17, 1996
- November 28, 2000
- December 18, 2001 (quorum at Planning Advisory)
- February 17, 2004 (creation of Water Utility Committee)
- March 11, 2005 (various amendments)
- January 19, 2010 (re: Police Commission)
- October 20, 2015 (General Committee and other amendments)
- June 19, 2017 (Appeals Standing Committee)
- July 18, 2017 (meeting date for Fire and Emergency Services Committee)
- **2018 (Council appointment term 2 years)**
Municipal Grants Program Policy – Amendments

**Motion:**
Moved by Councillor George MacDonald, seconded by Councillor MacLeod, that a recommendation be made to Council to approve the proposed amendments to the Municipal Grants Program Policy as outlined in the staff Issue Paper dated May 11, 2018. **Motion Carried.**
Issue Paper

Date: May 11, 2018
To: Mayor and Council
From: Jennifer Campbell, CPA, CA Chief Financial Officer
Re: Municipal Grants Policy - Amendments

At the May 1, 2018 General Committee meeting, Council directed staff to draft an amendment to the Municipal Grants Program Policy that allowed for operating grants to community museums.

The committee has reviewed the policy and incorporated the amendment as requested. In addition, the section related to appeals has been amended to be more descriptive.

The amended policy is attached for your review and consideration.

Respectfully submitted,

Jennifer Campbell, CPA, CA
Chief Financial Officer
Meeting with CBRM Museum Contacts – Amendments to Municipal Grants Policy:

**Motion:**
Moved by Councillor Bruckschwaiger, seconded by Councillor McDougall, that a recommendation be made to Council to direct staff to prepare proposed amendments to the Municipal Grants Policy to allow staff to consider operating requirements in terms of funding support for community museums on a case-by-case basis, to be considered at a future meeting of council.

**Discussion**
During discussion, some of the issues raised included:
- Insurance Costs
- Grant applications
- Lack of volunteers

**Motion Carried.**
MUNICIPAL GRANTS PROGRAM

The Municipal Grants Program is a portfolio of programs which offer project grants, or operating grants to community nonprofit organizations and charities throughout the municipality. The portfolio is managed and administered under a committee designated by Council.

Municipal Grants General Eligibility Criteria

Annual (application deadline April 30)

- The applicant shall be a registered Canadian Charity or non-profit society registered with the Nova Scotia Registry of Joint Stocks. Registration must be current: defaulted, expired or revoked status is ineligible for further consideration. Non-profit groups incorporated under an Act of the NS Legislature are also eligible.

- Grants are not awarded to individuals, commerce, business, industry or sole proprietorships.

- The application organization and/or event is located within the geographic boundary of the Cape Breton Regional Municipality.

- The applicant must have been registered for at least one (1) year prior to the date of application to the Community Grants Program. The Grants Committee may, at its discretion, permit the application from a new organization in circumstances where the absence or delay of a program is to the detriment of the general public or a community of interest.

- All applicants to the Community Grants Program are screened for debt to the municipality. Those in debt (e.g. taxes owed, delinquent on final reports for previous grants, fines, etc.) will be deemed ineligible for consideration.

- The applicant shall respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons.

- The municipality is non-partisan and does not provide financial support to religious or political doctrine. Therefore, church halls and affiliated organizations are not eligible.
• Grants are not awarded for the salary/wages of staff positions, volunteer bursaries or honoraria, or recurring operating costs.

• Grant applicants are not required to match funds; however, they should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.

Ineligible

Applications will not be accepted from:
  o Individuals
  o For-profit businesses
  o Organizations that are political or religious in nature
  o Hospitals, clinics-based services or medical treatment programs;
  o School boards

Municipal Grants Financial Eligibility Criteria

The following criteria support the principles of self-sufficiency, public accountability for the expenditure of public money, and outcomes of benefit to the general public. The aim is to acknowledge and support good financial practices regardless of the size of an organization or its financial assets. The applicant shall submit a financial statement for the prior year in addition to a budget for the project for which they are seeking a grant. The statement should contain a complete list of all sources of revenue and expenses as well as assets and liabilities if applicable.

The Community Grants Program does not provide funding for fund-raising initiatives.

The Community Grants Program does not provide core operating assistance (e.g. excludes salaries and wages, rent, office supplies, insurance, etc.), however special consideration may be given to community museums.

Applicants are expected to demonstrate they have applied to a designated Provincial and/or Federal grant program. Some projects can be phased and may be partially funded. Matching funding is not required but applicants are encouraged to cost share or seek assistance from other sources (for example: fund-raising, other levels of government, foundations, corporate sponsors, etc.). Operating grants are not intended to replace Provincial or Federal obligations.

Ineligible

  o Core operating assistance (rent, insurance, office supplies)
  o Private property
  o Government Property
  o Public and private schools and post-secondary institutions
  o Research for academic or commercial purposes
- Annually recurring fees, core operating costs, general administration, or insurance
- Staff salary or wages, volunteer bursaries or honoraria
- Travel
- Uniforms
- Fund-Raising

Application Requirements

Each grant category requires a separate application to be completed through the use of approved forms. Potential applicants are encouraged to review the associated application forms for specific application requirements.

Evaluation Process

The Grants Review Committee, made up of members of staff, will review applications received under this policy. The role of this committee is to determine which applications meet the basic eligibility requirements within this policy, evaluate the application, and report grant awards to Council within the approved Grants to Organizations budget.

Evaluation Criteria

The Municipality may utilize, but is not limited to, the evaluation criteria in Schedule A, for the scoring of grant applications.

Approval

The total budget for grants to organizations will be considered as part of the Municipality’s annual budget process. Council may allocate funds over and above the amount approved in the budget process when requests for grants of an emergency or pressing nature are received. Council reserves the right to grant partial requests, or grant or reject any application that may or may not qualify in accordance with the guidelines set out in this policy. Applicants are not guaranteed funding. Grants to organizations will be considered public knowledge. Grants may be awarded with certain terms and conditions. Applicants will be notified of the staff committee’s approval with a Letter of Award, which will state if any particular restrictions apply to the grant.

Appeal Process

If an organization wishes to appeal a decision of the staff committee, the organization is required to submit a letter to the Chief Administrative Officer (CAO) within 30 days of the date of the Letter of Award detailing the basis for their appeal. The CAO shall render a decision following a review of the information submitted and further discussion with the applicant and staff committee. All decisions of the CAO shall be final.
All organizations would be notified in writing that they have the right to appeal any funding decision of the staff committee within a thirty (30) day period. All appeals will be directed to the CAO.

**Reporting Requirements**

All groups receiving a financial and/or an in-kind grant from the Municipality must complete a *Project Evaluation Form* and abide by any conditions listed within the *Letter of Award*. Groups in noncompliance with these obligations may not be considered for future grant opportunities.

**I. Operating Grants- Maximum $10,000**

- Operating grants are considered annually for organizations with a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by CBRM. Operating grants may also be granted to community not-for-profit museums under special circumstances.
- Operating grants may assist a group with its operations through tax relief (see below), the provision of in-kind support, or direct financial support.
- Operating grants are not intended to support permanent full-time staff salaries or wages.
- Although an organization may be awarded an operating grant several times, the award does not carry the guarantee of renewal over several years.

**II. Tax Relief for Non-Profit Organizations Program**

This program offers conversions from commercial to the residential tax rate, to a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization.

**III. Capital Grants- Maximum $25,000**

A capital grant provides one-time support for the purchase of property; the construction of a facility; remodeling, expansion of a facility; or purchase of equipment. The award of a capital grant is reserved for special circumstances and thus, may not be awarded on an annual basis. The Municipality may pay capital grants to groups over two or more fiscal years. Applicants must hold the deed/lease to the property/facility or acceptable alternative (if relevant).

**Municipal Grant Programs Application Deadline:**
Applications must be received, in full, on or before April 30 each year.
FESTIVAL & EVENT FUNDING

IV. Special Events Grants Program—Parks and Recreation: Events and Cultural Initiatives- $1000 to $40,000

Annual (application deadline March 31)

The municipal Grants Program also provides funds for events to community non-profit organizations and charities throughout the Municipality. The portfolio is managed and administered under a committee designated by Council.

Funding programs:

- **Community Celebrations**: Focuses on local residents and community gatherings, all of which are free admission or low cost activities.
- **Significant Anniversaries**: Event organized to commemorate or celebrate a major quarterly anniversary (25th, 50th, 75th, 100th etc.).
- **Cultural Events and Showcases**: Events with strong cultural content that furthers the disciplines of literary, media, performing and visual arts, accessible to the public with free or low cost activities.
- **Sporting Events**: Events that demonstrate Economic Impact as described in Schedule A and are open to all residents of the Cape Breton Regional Municipality.

Non-Eligible events:

- Consumer shows
- Private events
- Tradeshow
- Awards
- Clinics
- Symposia
- Individual registration for sports team
- Religious events
- Seminars
- Banquets
- Marketing initiatives
- Uniforms
- Fundraising events
- Political events
- Travel

Festival & Event Application Deadline:
Festival & Events Applications must be submitted on or before March 31st each year.
SCHEDULE A

Grant Evaluation Criteria
In general, preference will be given to groups that demonstrate community support, efficient use of resources, sound business practices and a commitment to achieving self-reliance.

I. Tax Relief and Operating Grant Evaluation Criteria
a. Relevance of Service
   • The extent to which the organization offers a service that is a legislated responsibly of municipal government.
   • The extent to which the service complements the Municipality’s Strategic Plan and/or a service currently offered by CBRM.
   • The extent to which residents of CB RM will directly benefit from the service.
   • The extent to which the service or program enhances the quality of life for CB RM residents.
   • The extent to which the benefits of the service are broad-based and not specific to a special interest group.

b. Financial Need
   • Demonstrated need for financial assistance from the Municipality.
   • Demonstrated efforts to seek other funding sources.

c. Organizational Effectiveness
   • Group has a solid leadership structure.
   • Group operates with a clear mandate.
   • Budgets are well developed

II. Capital Grant Evaluation Criteria
a. Relevance of Capital Project/Purchase
   • The extent to which the capital project/purchase enhances an organization’s ability to offer a service that is a legislated responsibly of municipal government.
   • The extent to which the capital project/purchase enhances the organization’s ability to complement the Municipality’s Strategic Plan and/or a service currently offered by CBRM.
   • The extent to which residents of CB RM will directly benefit from the capital project/purchase.
   • The extent to which the capital project/purchase improves the quality of life for CB RM residents.
   • The extent to which the benefits of the capital project/purchase are broad-based and not specific to a special interest group.

b. Financial Need
   • Demonstrated need for financial assistance from the Municipality.
   • Demonstrated efforts to seek other funding sources.
c. Organizational Effectiveness
   - Group has a solid leadership structure;
   - Group operates with a clear mandate.
   - Budgets are well developed

III. Event/Program Grant Evaluation Criteria
a. Merit of the Event
   - Organizers have communicated a solid vision and goals for the event/activity/program, which supports the purpose of a development grant.
   - The event/activity/program does not duplicate other community events/activities/programs.
   - Residents of CBRM will directly benefit from the event/activity/program.

b. Economic Impact
   - The applicant has described the expected economic benefits to CBRM (dollars spent in the municipality, staff hired, and number of local volunteers, training offered to staff/volunteers, local performers, and hotel rooms rented).
   - The event/activity/program promotes economic activity in CBRM.
   - The event/activity/program promotes CBRM as a destination for visitors.

c. Financial Need
   - Demonstrated need for financial assistance from the Municipality.
   - Demonstrated efforts to seek other funding sources.

d. Organizational Effectiveness
   - Event organizers have presented an application that indicates a well-planned and organized event/activity/program.
   - Group has a solid leadership structure.
   - Group operates with a clear mandate.
   - Budgets are well developed

*The above policy replaces the former Community Facilities Grants and Contributions Policy dated February, 2010.*
### Summary

#### Revenues and Expenditures

**March 31, 2018**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Year To Date Assigned</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
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<td>3,021,649</td>
<td>2,909,799</td>
<td>111,850</td>
</tr>
<tr>
<td>Total Services to Other Local Government</td>
<td>462,012</td>
<td>610,078</td>
<td>$(148,066)</td>
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<tr>
<td>Total Transit</td>
<td>704,470</td>
<td>664,000</td>
<td>40,470</td>
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<tr>
<td>Total Environmental Development Services</td>
<td>235,540</td>
<td>207,370</td>
<td>28,170</td>
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<tr>
<td>Total Licenses &amp; Permits</td>
<td>204,898</td>
<td>148,000</td>
<td>56,898</td>
</tr>
<tr>
<td>Total Fines &amp; Fees</td>
<td>600,301</td>
<td>553,370</td>
<td>46,931</td>
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<tr>
<td>Total Rentals</td>
<td>546,783</td>
<td>680,079</td>
<td>$(133,296)</td>
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<tr>
<td>Total Concessions &amp; Franchises</td>
<td>387,301</td>
<td>365,915</td>
<td>21,386</td>
</tr>
<tr>
<td>Total Return on Investments/Interest on Taxes</td>
<td>1,630,922</td>
<td>1,323,098</td>
<td>307,824</td>
</tr>
<tr>
<td>Total Finance Revenue</td>
<td>28,535</td>
<td>33,489</td>
<td>(4,954)</td>
</tr>
<tr>
<td>Total Solid Waste Revenue</td>
<td>2,154,675</td>
<td>2,300,000</td>
<td>$(145,325)</td>
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<tr>
<td>Total Recreation &amp; Cultural Service Programs</td>
<td>1,809,974</td>
<td>1,862,000</td>
<td>$(52,026)</td>
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<tr>
<td>Total Water Utility Charges</td>
<td>4,951,510</td>
<td>4,951,510</td>
<td>0</td>
</tr>
<tr>
<td>Total Unconditional Transfers</td>
<td>15,860,282</td>
<td>15,844,951</td>
<td>15,331</td>
</tr>
<tr>
<td>Total Conditional Transfers</td>
<td>3,462,960</td>
<td>3,512,960</td>
<td>$(50,000)</td>
</tr>
</tbody>
</table>

**Total Revenue to date excluding 2016 Flood Costs**

<table>
<thead>
<tr>
<th></th>
<th>$148,145,663</th>
<th>$148,880,845</th>
<th>$(745,182)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Recovery 2016 Flood Costs</td>
<td>189,810</td>
<td>-</td>
<td>189,810</td>
</tr>
</tbody>
</table>

**Total Revenue to date including 2016 Flood Costs**

| | $148,335,473 | $148,880,845 | $(555,372) |

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative</td>
<td>$1,412,361</td>
<td>$1,470,936</td>
<td>58,575</td>
</tr>
<tr>
<td>Administration</td>
<td>1,197,287</td>
<td>1,233,343</td>
<td>36,056</td>
</tr>
<tr>
<td>Finance</td>
<td>2,454,880</td>
<td>2,867,017</td>
<td>442,137</td>
</tr>
<tr>
<td>Legal</td>
<td>751,705</td>
<td>664,515</td>
<td>(87,190)</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1,619,265</td>
<td>1,650,262</td>
<td>30,997</td>
</tr>
<tr>
<td>Technology &amp; Communications</td>
<td>1,190,894</td>
<td>1,244,687</td>
<td>53,793</td>
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<tr>
<td>Municipal Clerk</td>
<td>514,810</td>
<td>527,594</td>
<td>12,784</td>
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<tr>
<td>Fiscal Services</td>
<td>35,466,770</td>
<td>35,570,663</td>
<td>101,893</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>212,908</td>
<td>222,163</td>
<td>9,255</td>
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<tr>
<td>Police Services</td>
<td>26,434,322</td>
<td>26,231,264</td>
<td>(203,058)</td>
</tr>
<tr>
<td>Fire Services (Incl EMO)</td>
<td>17,311,506</td>
<td>17,977,844</td>
<td>666,338</td>
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<tr>
<td>Engineering &amp; Public Works</td>
<td>43,173,428</td>
<td>44,967,673</td>
<td>1,794,245</td>
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<tr>
<td>Planning</td>
<td>2,797,008</td>
<td>2,595,516</td>
<td>(197,492)</td>
</tr>
<tr>
<td>Facilities: Centre 200 &amp; Arenas</td>
<td>4,110,400</td>
<td>3,306,812</td>
<td>(803,588)</td>
</tr>
<tr>
<td>Parks &amp; Grounds</td>
<td>2,874,108</td>
<td>2,883,786</td>
<td>9,678</td>
</tr>
<tr>
<td>Buildings</td>
<td>3,388,511</td>
<td>3,346,211</td>
<td>(42,300)</td>
</tr>
<tr>
<td>Recreation</td>
<td>2,741,167</td>
<td>2,666,533</td>
<td>(74,634)</td>
</tr>
</tbody>
</table>

**Total Expended to date excluding 2016 Flood Costs**

<table>
<thead>
<tr>
<th></th>
<th>$147,653,031</th>
<th>$148,880,845</th>
<th>$1,227,814</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Flood Costs</td>
<td>189,810</td>
<td>-</td>
<td>$(189,810)</td>
</tr>
</tbody>
</table>

**Total Expended to date including 2016 Flood Costs**

| | $147,842,840 | $148,880,845 | 1,040,005 |

**Surplus / Deficit**

| | $492,633 |
### Legislative Unaudited Statement of Expenditures March 31, 2018

<table>
<thead>
<tr>
<th>Legislative</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$ 936,317</td>
<td>$ 926,330</td>
<td>$ (9,987)</td>
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<tr>
<td>6010 BENEFITS</td>
<td>109,494</td>
<td>145,900</td>
<td>36,406</td>
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<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>174,537</td>
<td>210,000</td>
<td>35,463</td>
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<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>58,113</td>
<td>55,931</td>
<td>(2,182)</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>24,668</td>
<td>20,000</td>
<td>(4,668)</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>6,898</td>
<td>6,550</td>
<td>(348)</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>17,619</td>
<td>14,500</td>
<td>(3,119)</td>
</tr>
<tr>
<td>6100 COURIER</td>
<td>397</td>
<td>375</td>
<td>(22)</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>25,417</td>
<td>39,600</td>
<td>14,183</td>
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<tr>
<td>6120 PUBL./SUBSCRIPTIONS</td>
<td>1,366</td>
<td>1,750</td>
<td>384</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>9,072</td>
<td>5,000</td>
<td>(4,072)</td>
</tr>
<tr>
<td>6150 MEETING EXPENSES</td>
<td>24,291</td>
<td>23,000</td>
<td>(1,291)</td>
</tr>
<tr>
<td>6170 PROMOTION</td>
<td>24,172</td>
<td>22,000</td>
<td>(2,172)</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood Costs

$ 1,412,361

8165 2016 FLOOD COSTS

- - -

Total expended to date including 2016 Flood Costs

$ 1,412,361

Page 154
<table>
<thead>
<tr>
<th>Administration</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$359,914</td>
<td>$355,513</td>
<td>($4,401)</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>58,074</td>
<td>57,017</td>
<td>(1,057)</td>
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<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>725</td>
<td>4,800</td>
<td>4,075</td>
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<td>6030 TRAVEL/CONFERENCES</td>
<td>38,711</td>
<td>36,500</td>
<td>(2,211)</td>
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<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>2,310</td>
<td>1,675</td>
<td>(635)</td>
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<td>6050 OFFICE SUPPLIES</td>
<td>1,126</td>
<td>2,800</td>
<td>1,674</td>
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<td>6100 COURIER</td>
<td>99</td>
<td>-</td>
<td>(99)</td>
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<tr>
<td>6110 TELEPHONE/FAX</td>
<td>3,519</td>
<td>3,400</td>
<td>(119)</td>
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<td>6120 PUBL./SUBSCRIPTIONS</td>
<td>1,102</td>
<td>200</td>
<td>(902)</td>
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<td>6130 COMPUTER HARDWARE</td>
<td>131</td>
<td>-</td>
<td>(131)</td>
</tr>
<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>6150 MEETING EXPENSES</td>
<td>5,873</td>
<td>2,920</td>
<td>(2,953)</td>
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<tr>
<td>6170 PROMOTION</td>
<td>23,744</td>
<td>20,000</td>
<td>(3,744)</td>
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<tr>
<td>8100 PROFESSIONAL SERVICES</td>
<td>234,436</td>
<td>280,000</td>
<td>45,564</td>
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<tr>
<td>8150 GRANTS/SUBS TO ORG</td>
<td>467,522</td>
<td>467,518</td>
<td>(4)</td>
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</table>

Total expended to date excluding 2016 Flood Costs

<table>
<thead>
<tr>
<th></th>
<th>$1,197,287</th>
<th>$1,233,343</th>
<th>$36,056</th>
</tr>
</thead>
</table>

8165 FLOOD COSTS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>0</th>
<th>0</th>
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</thead>
</table>

Total expended to date including 2016 Flood Costs

<table>
<thead>
<tr>
<th></th>
<th>$1,197,287</th>
<th>$1,233,343</th>
<th>$36,056</th>
</tr>
</thead>
</table>

Departmental

Finance
## Finance

### (Unaudited)

### Statement of Expenditures

<table>
<thead>
<tr>
<th>Finance</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$ 1,726,110</td>
<td>$ 1,949,952</td>
<td>$ 223,842</td>
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<tr>
<td>6010 BENEFITS</td>
<td>328,112</td>
<td>356,650</td>
<td>28,538</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>5,017</td>
<td>23,290</td>
<td>18,273</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>17,155</td>
<td>25,100</td>
<td>7,945</td>
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<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>4,486</td>
<td>5,175</td>
<td>689</td>
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<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>13,157</td>
<td>15,500</td>
<td>2,343</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>7,720</td>
<td>14,000</td>
<td>6,280</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>47,609</td>
<td>42,650</td>
<td>(4,959)</td>
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<tr>
<td>6090 POSTAGE</td>
<td>126,811</td>
<td>161,200</td>
<td>34,389</td>
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<tr>
<td>6100 COURIER</td>
<td>26,024</td>
<td>23,800</td>
<td>(2,224)</td>
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<td>14,726</td>
<td>18,700</td>
<td>3,974</td>
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<td>6130 COMPUTER HARDWARE</td>
<td>4,044</td>
<td>19,800</td>
<td>15,756</td>
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<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>49,056</td>
<td>57,000</td>
<td>7,944</td>
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<tr>
<td>6160 LIABILITY INSURANCE</td>
<td>267,711</td>
<td>334,650</td>
<td>66,939</td>
</tr>
<tr>
<td>6180 COST RECOVERY</td>
<td>(305,856)</td>
<td>(322,150)</td>
<td>(16,294)</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>3,763</td>
<td>8,500</td>
<td>4,737</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>44,843</td>
<td>55,000</td>
<td>10,157</td>
</tr>
<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>41,288</td>
<td>56,600</td>
<td>15,312</td>
</tr>
<tr>
<td>8120 LEASES</td>
<td>12,481</td>
<td>11,600</td>
<td>(881)</td>
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<tr>
<td>8180 TAX EXEPT/ WRITE OFF</td>
<td>20,625</td>
<td>40,000</td>
<td>19,375</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total expended to date excluding 2016 Flood Costs</th>
<th>$ 2,454,880</th>
<th>$ 2,897,017</th>
<th>$ 442,137</th>
</tr>
</thead>
<tbody>
<tr>
<td>8165 2016 FLOOD COSTS</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total expended to date including 2016 Flood Costs</th>
<th>$ 2,454,880</th>
<th>$ 2,897,017</th>
<th>$ 442,137</th>
</tr>
</thead>
</table>

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**Departmental | Finance**

Page 156
### (Unaudited) Statement of Expenditures

**March 31, 2018**

<table>
<thead>
<tr>
<th>Legal</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$ 376,812</td>
<td>$ 380,873</td>
<td>$ 4,061</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>74,470</td>
<td>72,842</td>
<td>(1,628)</td>
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<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>4,646</td>
<td>6,500</td>
<td>1,854</td>
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<td>6030 TRAVEL/CONFERENCES</td>
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<td>8,500</td>
<td>41</td>
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<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>7,617</td>
<td>7,100</td>
<td>(517)</td>
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<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>3,274</td>
<td>3,500</td>
<td>226</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>-</td>
<td>4,200</td>
<td>4,200</td>
</tr>
<tr>
<td>6070 PHOTOCOPIER LEASE</td>
<td>4,850</td>
<td>3,100</td>
<td>(1,750)</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>1,867</td>
<td>1,000</td>
<td>(867)</td>
</tr>
<tr>
<td>6100 COURIER</td>
<td>557</td>
<td>1,000</td>
<td>443</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>3,369</td>
<td>5,400</td>
<td>2,031</td>
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<tr>
<td>6120 PUBL/STATUTES</td>
<td>13,465</td>
<td>10,000</td>
<td>(3,465)</td>
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<td>765</td>
<td>3,000</td>
<td>2,235</td>
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<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
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<tr>
<td>6150 MEETING EXPENSE</td>
<td>104</td>
<td>500</td>
<td>396</td>
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<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>251,449</td>
<td>154,500</td>
<td>(96,949)</td>
</tr>
</tbody>
</table>

**Total expended to date excluding 2016 Flood Costs**

<table>
<thead>
<tr>
<th></th>
<th>$ 751,705</th>
<th>$ 664,515</th>
<th>$ (87,190)</th>
</tr>
</thead>
</table>

**8165 2016 FLOOD COSTS**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**Total expended to date including 2016 Flood Costs**

<table>
<thead>
<tr>
<th></th>
<th>$ 751,705</th>
<th>$ 664,515</th>
<th>$ (87,190)</th>
</tr>
</thead>
</table>

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**Departmental**

**Finance**
Human Resources (Unaudited) Statement of Expenditures March 31, 2018

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$604,465</td>
<td>$599,922</td>
<td>$(4,543)</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>773,929</td>
<td>741,760</td>
<td>$(32,169)</td>
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<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>6,862</td>
<td>6,000</td>
<td>$(862)</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>11,546</td>
<td>16,250</td>
<td>4,704</td>
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<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>1,881</td>
<td>1,730</td>
<td>$(151)</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>16,267</td>
<td>15,700</td>
<td>$(567)</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>1,512</td>
<td>2,500</td>
<td>988</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>2,863</td>
<td>5,000</td>
<td>2,137</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>6,642</td>
<td>10,000</td>
<td>3,358</td>
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<tr>
<td>6120 PUBL./SUBSCRIPTIONS</td>
<td>1,343</td>
<td>2,400</td>
<td>1,057</td>
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<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>2,565</td>
<td>4,000</td>
<td>1,435</td>
</tr>
<tr>
<td>6150 MEETING EXPENSE</td>
<td>2,531</td>
<td>2,000</td>
<td>$(531)</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>178,388</td>
<td>230,500</td>
<td>52,112</td>
</tr>
<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>8,472</td>
<td>12,500</td>
<td>4,028</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood Costs

| $1,619,265 | $1,650,262 | $30,997 |

8165 2016 FLOOD COSTS

| - | - | - |

Total expended to date including 2016 Flood Costs

| $1,619,265 | $1,650,262 | $30,997 |

Departmental

Finance
<table>
<thead>
<tr>
<th>Technology/Communications</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$495,442</td>
<td>$489,413</td>
<td>$(6,029)</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>105,034</td>
<td>96,974</td>
<td>$(8,060)</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>9,355</td>
<td>18,000</td>
<td>8,645</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>12,811</td>
<td>20,000</td>
<td>7,189</td>
</tr>
<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>503</td>
<td>1,000</td>
<td>497</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>1,484</td>
<td>3,000</td>
<td>1,516</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>935</td>
<td>3,000</td>
<td>2,065</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>1,027</td>
<td>500</td>
<td>(527)</td>
</tr>
<tr>
<td>6100 COURIER</td>
<td>152</td>
<td>300</td>
<td>148</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>51,421</td>
<td>65,000</td>
<td>13,579</td>
</tr>
<tr>
<td>6120 PUBL./SUBSCRIPTIONS</td>
<td>625</td>
<td>1,000</td>
<td>375</td>
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<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>129,585</td>
<td>130,000</td>
<td>415</td>
</tr>
<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>172,803</td>
<td>175,000</td>
<td>2,197</td>
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<tr>
<td>6150 MEETING EXPENSE</td>
<td>481</td>
<td>500</td>
<td>19</td>
</tr>
<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>41,251</td>
<td>42,000</td>
<td>749</td>
</tr>
<tr>
<td>8120 LEASES SAP</td>
<td>84,700</td>
<td>100,000</td>
<td>15,300</td>
</tr>
<tr>
<td>8130 LICENSES/PERMITS</td>
<td>83,283</td>
<td>99,000</td>
<td>15,717</td>
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<table>
<thead>
<tr>
<th>Total expended to date excluding 2016 Flood Costs</th>
<th>$1,190,894</th>
<th>$1,244,687</th>
<th>$53,793</th>
</tr>
</thead>
</table>

| 8165 2016 FLOOD COSTS | - | - | - |

| Total expended to date including 2016 Flood Costs | $1,190,894 | $1,244,687 | $53,793 |

Departmental

Finance
## Municipal Clerk

(UNAUDITED)

Statement of Expenditures

March 31, 2018

<table>
<thead>
<tr>
<th>Municipal Clerk</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$ 269,380</td>
<td>$ 266,478</td>
<td>($ 2,902)</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>56,492</td>
<td>53,766</td>
<td>($ 2,726)</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>4,977</td>
<td>5,500</td>
<td>523</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>6,098</td>
<td>6,500</td>
<td>402</td>
</tr>
<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>894</td>
<td>1,000</td>
<td>106</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>3,047</td>
<td>5,700</td>
<td>2,653</td>
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<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>10,016</td>
<td>10,000</td>
<td>(16)</td>
</tr>
<tr>
<td>6070 PHOTOCOPY SUPPLIES</td>
<td>20,755</td>
<td>21,000</td>
<td>245</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>-</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td>6100 COURIER</td>
<td>315</td>
<td>750</td>
<td>435</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>2,224</td>
<td>4,000</td>
<td>1,776</td>
</tr>
<tr>
<td>6120 PUBL./SUBSCRIPTIONS</td>
<td>1,387</td>
<td>1,800</td>
<td>413</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>1,013</td>
<td>6,750</td>
<td>5,737</td>
</tr>
<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>5,287</td>
<td>11,000</td>
<td>5,713</td>
</tr>
<tr>
<td>6150 MEETING EXPENSES</td>
<td>12,926</td>
<td>12,600</td>
<td>(326)</td>
</tr>
<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>120,000</td>
<td>120,000</td>
<td>-</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood:

|                        | $ 514,810 | $ 527,594 | $ 12,784 |

8165 2016 FLOOD COSTS:

|                        | -         | -         | -        |

Total expended to date including 2016 Flood Costs:

|                        | $ 514,810 | $ 527,594 | $ 12,784 |

---

Departmental

Finance

Page 160
## Fiscal Services (Unaudited) Statement of Expenditures March 31, 2018

<table>
<thead>
<tr>
<th>Fiscal Services</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9010 INT SHRT TERM BORROW</td>
<td>$373,224</td>
<td>$300,000</td>
<td>($73,224)</td>
</tr>
<tr>
<td>9020 INT ON DEBT</td>
<td>$1,679,713</td>
<td>$1,704,972</td>
<td>$25,259</td>
</tr>
<tr>
<td>9050 PRINC ON DEBT</td>
<td>$13,659,140</td>
<td>$13,659,145</td>
<td>5</td>
</tr>
<tr>
<td>9052 DEBT/CAP BOND DISC</td>
<td>86,841</td>
<td>95,000</td>
<td>8,159</td>
</tr>
<tr>
<td>9090 BANK CHARGES</td>
<td>64,441</td>
<td>86,000</td>
<td>21,559</td>
</tr>
<tr>
<td>9200 ALLOWANCE FOR UNCOL. TAXES</td>
<td>400,000</td>
<td>400,000</td>
<td></td>
</tr>
<tr>
<td>9210 ALL OTHER UNCOLL REC</td>
<td>400,000</td>
<td></td>
<td>($400,000)</td>
</tr>
<tr>
<td>9400 APPROP TO SPECIAL RESERVE</td>
<td>25,000</td>
<td></td>
<td>($25,000)</td>
</tr>
<tr>
<td>9420 APPROP TO CAPITAL FUND</td>
<td>113,182</td>
<td>90,000</td>
<td>($23,182)</td>
</tr>
<tr>
<td>9430 APPROP TO B.I.D.C.</td>
<td>97,197</td>
<td>97,197</td>
<td></td>
</tr>
<tr>
<td>9600 PROV. CORRECTIONS</td>
<td>$1,084,442</td>
<td>$1,100,000</td>
<td>$15,558</td>
</tr>
<tr>
<td>9610 CB REG. HOUSING</td>
<td>$1,821,504</td>
<td>$2,136,000</td>
<td>$314,496</td>
</tr>
<tr>
<td>9620 REGIONAL LIBRARY</td>
<td>$659,902</td>
<td>$670,000</td>
<td>$10,098</td>
</tr>
<tr>
<td>9630 CB/VIC. SCHOOL BOARD</td>
<td>$13,644,540</td>
<td>$13,872,080</td>
<td>$227,540</td>
</tr>
<tr>
<td>9640 PROPERTY ASSESSMENT</td>
<td>$1,359,843</td>
<td>$1,360,209</td>
<td>666</td>
</tr>
</tbody>
</table>

Total expended to date

| $35,468,770 | $35,570,603 | $101,833 |
### Occupational Health / Safety

#### (Unaudited) Statement of Expenditures

March 31, 2018

<table>
<thead>
<tr>
<th>Occupational Health &amp; Safety</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000 WAGES/SALARIES</td>
<td>$151,891</td>
<td>$153,025</td>
<td>$1,134</td>
</tr>
<tr>
<td>8010 BENEFITS</td>
<td>32,177</td>
<td>29,696</td>
<td>(2,279)</td>
</tr>
<tr>
<td>8020 TRAINING/EDUCATION</td>
<td>4,544</td>
<td>5,850</td>
<td>1,306</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>7,663</td>
<td>11,000</td>
<td>3,037</td>
</tr>
<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>274</td>
<td>535</td>
<td>261</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>1,848</td>
<td>3,000</td>
<td>1,152</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>2,856</td>
<td>3,375</td>
<td>519</td>
</tr>
<tr>
<td>6120 PUBL/SUBSCRIPTIONS</td>
<td>411</td>
<td>2,000</td>
<td>1,589</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>3,281</td>
<td>2,000</td>
<td>(1,281)</td>
</tr>
<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>-</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>6150 MEETING EXPENSES</td>
<td>2,493</td>
<td>2,500</td>
<td>7</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>4,869</td>
<td>5,500</td>
<td>631</td>
</tr>
<tr>
<td>8120 LEASES</td>
<td>-</td>
<td>3,000</td>
<td>3,000</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood Costs:

- **Total:** $212,608
- **Budget:** $222,163
- **Variance:** $9,575

8165 2016 FLOOD COSTS:

- **Total:** -
- **Budget:** -
- **Variance:** -

Total expended to date including 2016 Flood Costs:

- **Total:** $212,608
- **Budget:** $222,163
- **Variance:** $9,575

---

Departmental
## Police Services

### (Unaudited) Statement of Expenditures

March 31, 2018

<table>
<thead>
<tr>
<th>GL 6000, 6010, &amp; 6011 WAGES &amp; BENEFITS NET OF COST RECOVERY</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 22,886,756</td>
<td>$ 22,360,035</td>
<td>($500,721)</td>
</tr>
</tbody>
</table>

| 6020 TRAINING/EDUCATION                                      | 89,601               | 145,927         | 56,326                   |
| 6030 TRAVEL/CONFERENCES                                     | 103,280              | 105,000         | 1,740                    |
| 6040 PROF MEM/DUES & FEES                                   | 1,955                | 5,000           | 3,045                    |
| 6060 OFFICE SUPPLIES                                        | 50,602               | 53,000          | 2,398                    |
| 6060 OFFICE EQUIPMENT                                       | 63,092               | 50,000          | (13,092)                 |
| 6070 PHOTOCOPY SUPPLIES                                     | 15,110               | 18,000          | 2,882                    |
| 6080 ADVERTISING                                            | 3,862                | 5,000           | 1,138                    |
| 6090 POSTAGE & 6100 COURIER                                 | 10,339               | 7,000           | (3,339)                  |
| 8110 TELEPHONE/FAX                                          | 270,599              | 260,840         | (9,759)                  |
| 8120 PUBL./SUBSCRIPTIONS                                    | 4,499                | 6,000           | 1,501                    |
| 8130 COMPUTER HARDWARE                                       | 163,821              | 200,000         | 36,179                   |
| 8140 COMPUTER SOFTWARE                                       | 199,953              | 115,000         | (84,953)                 |
| 8150 MEETING EXPENSES                                       | 14,980               | 17,000          | (1,980)                  |
| 8160 LIABILITY INSURANCE                                     | 4,849                | 4,000           | (849)                    |
| 8170 PROMOTION                                               | 5,000                | 11,000          | 2,100                    |
| 7000 HEAT                                                    | 46,677               | 50,000          | 3,323                    |
| 7010 ELECTRICAL                                             | 107,988              | 99,650          | (8,336)                  |
| 7020 WATER                                                   | 7,428                | 8,000           | 572                      |
| 7030 BLDG/FACILITY MAINT                                     | 67,190               | 71,000          | 3,810                    |
| 7040 BLDG/FACILITY REPAIR                                   | 20,324               | 49,000          | 28,676                   |
| 7050 BLDG/FACILITY INSURANCE                                 | 16,532               | 12,500          | (4,032)                  |
| 7060 BLDG/FACILITY RENOV                                     | 7,235                | 20,000          | 12,765                   |
| 7070 BLDG/FACILITY RENTAL                                   | 79,678               | 68,000          | (11,678)                 |
| 7110 SECURITY                                               | 712                  | 3,700           | 2,988                    |
| 7505 GASOLINE & DIESEL                                      | 415,257              | 375,000         | (40,257)                 |
| 7510 VEH/EQUIP REPAIR                                       | 346,020              | 287,717         | (58,212)                 |
| 7520 VEH/EQUIP INSURANCE                                     | 54,304               | 60,000          | 5,696                    |
| 7530 VEH/EQUIP REPLACEMENT                                  | 497,330              | 580,000         | 82,670                   |
| 7540 VEH/EQUIP RENTAL                                        | 224                  | 9,000           | 8,776                    |
| 7550 VEH/EQUIP TOWING                                        | 1,730                | 5,000           | 3,270                    |
| 7560 VEH/EQUIP GEN SUPPLY                                   | 297                  | 10,000          | 7,703                    |
| 8000 OPERATIONAL EQUIP                                      | 35,746               | 195,784         | 159,038                  |
| 8010 OPERATIONAL MAT/SUPP                                  | 117,448              | 181,373         | 63,925                   |
| 8020 MAINTENANCE EQUIP                                      | 4,756                | 5,570           | (814)                    |
| 8030 MAINTENANCE MAT/SUPP                                   | 5,470                | 10,000          | 4,521                    |
| 8040 COMM EQUIPMENT LINES                                   | 119,333              | 220,000         | 100,667                  |
| 8100 PROFESSIONAL SERVICE                                   | 122,380              | 95,000          | (27,380)                 |
| 8110 CONTRACTS/AGREEMENTS                                   | 195,347              | 102,000         | (93,347)                 |
| 8125 MAJOR INVESTIGATIONS                                   | 92,770               | 129,168         | 36,398                   |
| 8130 LICENSES/PERMITS                                       | 2,992                | 10,000          | 7,008                    |
| 8150 GRANTS/SUBS TO ORG                                      | 160,680              | 170,000         | 320                      |

Total expended to date excluding 2016 Flood Costs

| $ 26,434,322 | $ 26,231,284 | $ (203,055) |

8165 2016 FLOOD COSTS

| 469 | - | (469) |

Total expended to date including 2016 Flood Costs

| $ 26,434,791 | $ 26,231,284 | $ (203,527) |

Departmental

Finance

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### Police Services

**(Unaudited)**

**Statement of Revenue**

**March 31, 2018**

<table>
<thead>
<tr>
<th>Police Services Revenue</th>
<th>Year to date Assigned</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4751 RECORDS INQUIRIES</td>
<td>$ 90,577</td>
<td>$ 14,808</td>
<td>$ 75,769</td>
</tr>
<tr>
<td>5151 FINES</td>
<td>329,724</td>
<td>358,562</td>
<td>(28,838)</td>
</tr>
<tr>
<td><strong>Total Revenue to date</strong></td>
<td><strong>$ 420,301</strong></td>
<td><strong>$ 373,370</strong></td>
<td><strong>$ 46,931</strong></td>
</tr>
<tr>
<td>Fire Services Including EMO</td>
<td>Year to date Expended</td>
<td>12 Month Budget</td>
<td>12 Month Budget Variance</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------</td>
<td>-----------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$5,272,808</td>
<td>$5,649,030</td>
<td>$376,222</td>
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<tr>
<td>9010 BENEFITS</td>
<td>1,025,080</td>
<td>1,054,049</td>
<td>28,960</td>
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<tr>
<td>9011 MISC. BENEFITS</td>
<td>127,986</td>
<td>123,165</td>
<td>(3,821)</td>
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<tr>
<td>9020 TRAINING/EDUCATION</td>
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<td>177,339</td>
<td>45,584</td>
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<tr>
<td>9030 TRAVEL/CONFERENCES</td>
<td>37,031</td>
<td>11,100</td>
<td>14,669</td>
</tr>
<tr>
<td>9040 PROF MEMBERS &amp; FEES</td>
<td>10,022</td>
<td>11,732</td>
<td>1,710</td>
</tr>
<tr>
<td>9050 OFFICE SUPPLIES</td>
<td>8,814</td>
<td>12,100</td>
<td>3,286</td>
</tr>
<tr>
<td>9060 OFFICE EQUIPMENT</td>
<td>7,953</td>
<td>12,950</td>
<td>5,297</td>
</tr>
<tr>
<td>9070 PHOTOCOPY SUPPLIES</td>
<td>-</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>9080 ADVERTISING</td>
<td>5,413</td>
<td>5,350</td>
<td>(63)</td>
</tr>
<tr>
<td>9110 COURIER</td>
<td>60</td>
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<tr>
<td>9110 TELEPHONE/FAX</td>
<td>36,412</td>
<td>44,090</td>
<td>9,677</td>
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<tr>
<td>9150 PUBL./SUBSCRIPTIONS</td>
<td>4,437</td>
<td>2,700</td>
<td>(1,737)</td>
</tr>
<tr>
<td>9130 COMPUTER HARDWARE</td>
<td>8,006</td>
<td>14,007</td>
<td>6,000</td>
</tr>
<tr>
<td>9140 COMPUTER SOFTWARE</td>
<td>849</td>
<td>16,006</td>
<td>15,157</td>
</tr>
<tr>
<td>9160 MEETING EXPENSES</td>
<td>3,028</td>
<td>4,404</td>
<td>1,376</td>
</tr>
<tr>
<td>9170 PROMOTION</td>
<td>32,970</td>
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<td>5,030</td>
</tr>
<tr>
<td>7000 HEAT</td>
<td>77,684</td>
<td>92,361</td>
<td>14,677</td>
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<tr>
<td>7010 ELECTRICAL</td>
<td>75,746</td>
<td>64,536</td>
<td>(11,210)</td>
</tr>
<tr>
<td>7020 WATER</td>
<td>28,508</td>
<td>24,523</td>
<td>(3,985)</td>
</tr>
<tr>
<td>7030 BLDG/FACILITY MAINT</td>
<td>45,480</td>
<td>63,729</td>
<td>18,249</td>
</tr>
<tr>
<td>7040 BLDG/FACILITY REPAIR</td>
<td>34,698</td>
<td>225,671</td>
<td>190,973</td>
</tr>
<tr>
<td>7050 BLDG/FACILITY INS</td>
<td>10,984</td>
<td>8,217</td>
<td>(2,767)</td>
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<tr>
<td>7080 PLANT MAINTENANCE</td>
<td>-</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>7500 VEH/EQUIP MAINT.</td>
<td>205,829</td>
<td>107,476</td>
<td>(98,353)</td>
</tr>
<tr>
<td>7505 GASOLINE/DIESEL</td>
<td>87,468</td>
<td>90,758</td>
<td>13,290</td>
</tr>
<tr>
<td>7510 VEH/EQUIP REPAIRS</td>
<td>407</td>
<td>4,000</td>
<td>3,493</td>
</tr>
<tr>
<td>7520 VEH/EQUIP INSURANCE</td>
<td>70,650</td>
<td>60,109</td>
<td>(10,541)</td>
</tr>
<tr>
<td>7530 VEH/EQUIP REPLACEMENT</td>
<td>54,594</td>
<td>85,000</td>
<td>30,406</td>
</tr>
<tr>
<td>7540 VEH/EQUIP RENTAL</td>
<td>-</td>
<td>204</td>
<td>204</td>
</tr>
<tr>
<td>7550 VEH/EQUIP TOWING</td>
<td>5,162</td>
<td>2,000</td>
<td>(3,162)</td>
</tr>
<tr>
<td>7560 VEH/EQUIP GEN SUPPLY</td>
<td>20,021</td>
<td>18,000</td>
<td>(4,021)</td>
</tr>
<tr>
<td>8000 OPERATIONAL EQUIP</td>
<td>307,698</td>
<td>365,000</td>
<td>(12,302)</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>58,687</td>
<td>46,870</td>
<td>(12,817)</td>
</tr>
<tr>
<td>8020 MAINTENANCE EQUIP</td>
<td>41,706</td>
<td>32,093</td>
<td>10,613</td>
</tr>
<tr>
<td>8040 COMM. EQUIPMENT LINES</td>
<td>57,819</td>
<td>40,000</td>
<td>(17,819)</td>
</tr>
<tr>
<td>8090 UNIFORMS/CLOTHING</td>
<td>56,232</td>
<td>79,452</td>
<td>23,220</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>9,220</td>
<td>9,938</td>
<td>718</td>
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<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>81,507</td>
<td>80,638</td>
<td>8,871</td>
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<tr>
<td>8120 LEASES</td>
<td>290,708</td>
<td>326,193</td>
<td>26,485</td>
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<tr>
<td>8130 LICENSES/PERMITS</td>
<td>17,500</td>
<td>17,335</td>
<td>(165)</td>
</tr>
<tr>
<td>8150 GRANTS/SUBS TO ORG</td>
<td>1,721,823</td>
<td>1,726,594</td>
<td>4,771</td>
</tr>
<tr>
<td>6195 WATER SUPPLY &amp; HYDR</td>
<td>7,183,668</td>
<td>7,183,669</td>
<td>1</td>
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</tbody>
</table>

Total expended to date excluding 2016 Flood Costs

<table>
<thead>
<tr>
<th></th>
<th>$17,311,506</th>
<th>$17,977,844</th>
<th>$666,338</th>
</tr>
</thead>
</table>

6165 2016 FLOOD COSTS

|               | 13,989      | (13,989)    |

Total expended to date including 2016 Flood Costs

|               | $17,325,495 | $17,977,844 | $652,349 |

Departmental

Finance
<table>
<thead>
<tr>
<th>Fire Services Revenue</th>
<th>Year to date Assigned</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4776 PROV NS FIRE PROTECTION GRANT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4776 MEMBERTOU MUNICIPAL SERVICES AGRMNT</td>
<td>492,012</td>
<td>610,078</td>
<td>(118,066)</td>
</tr>
<tr>
<td><strong>Total Revenue to date</strong></td>
<td><strong>$ 492,012</strong></td>
<td><strong>$ 610,078</strong></td>
<td><strong>$ (118,066)</strong></td>
</tr>
</tbody>
</table>

**Departmental**

**Finance**
## (Unaudited)

### Statement of Expenditures

March 31, 2018

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$1,253,055</td>
<td>$1,287,813</td>
<td>$34,058</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>267,333</td>
<td>268,650</td>
<td>(1,327)</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>16,297</td>
<td>17,000</td>
<td>703</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>34,753</td>
<td>31,000</td>
<td>(3,753)</td>
</tr>
<tr>
<td>8040 PROF MEM/DUES &amp; FEES</td>
<td>7,498</td>
<td>7,000</td>
<td>(498)</td>
</tr>
<tr>
<td>8050 OFFICE SUPPLIES</td>
<td>14,325</td>
<td>10,500</td>
<td>3,825</td>
</tr>
<tr>
<td>8060 OFFICE EQUIPMENT</td>
<td>8,143</td>
<td>14,500</td>
<td>6,357</td>
</tr>
<tr>
<td>8080 ADVERTISING</td>
<td>14,358</td>
<td>32,000</td>
<td>17,642</td>
</tr>
<tr>
<td>8110 TELEPHONE/FAX</td>
<td>15,885</td>
<td>24,000</td>
<td>8,115</td>
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<tr>
<td>8120 PUBL./SUBSCRIPTIONS</td>
<td>264</td>
<td>1,300</td>
<td>1,036</td>
</tr>
<tr>
<td>8130 COMPUTER HARDWARE</td>
<td>4,502</td>
<td>13,000</td>
<td>8,498</td>
</tr>
<tr>
<td>8140 COMPUTER SOFTWARE</td>
<td>5,241</td>
<td>7,000</td>
<td>1,759</td>
</tr>
<tr>
<td>8150 MEETING EXPENSE</td>
<td>1,963</td>
<td>4,200</td>
<td>2,237</td>
</tr>
<tr>
<td>8170 PROMOTION</td>
<td>17,540</td>
<td>30,000</td>
<td>12,460</td>
</tr>
<tr>
<td>7130 DEMOLITIONS</td>
<td>456,317</td>
<td>120,000</td>
<td>(336,317)</td>
</tr>
<tr>
<td>7505 GASOLINE &amp; DIESEL</td>
<td>-</td>
<td>11,000</td>
<td>11,000</td>
</tr>
<tr>
<td>8000 OPERATIONAL EQUIPMENT</td>
<td>24,163</td>
<td>23,000</td>
<td>(1,163)</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>6,009</td>
<td>4,000</td>
<td>(2,009)</td>
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<tr>
<td>8090 UNIFORMS / CLOTHING</td>
<td>6,752</td>
<td>8,500</td>
<td>1,748</td>
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<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>45,937</td>
<td>53,000</td>
<td>7,063</td>
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<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>389,228</td>
<td>436,795</td>
<td>47,567</td>
</tr>
<tr>
<td>8130 LICENSES/PERMITS</td>
<td>82,802</td>
<td>73,860</td>
<td>(8,942)</td>
</tr>
<tr>
<td>8135 REGULATORY FEES</td>
<td>37,817</td>
<td>45,000</td>
<td>7,183</td>
</tr>
<tr>
<td>8150 GRANTS/SUBS TO ORG</td>
<td>85,526</td>
<td>60,000</td>
<td>(25,526)</td>
</tr>
</tbody>
</table>

**Total expended to date excluding 2016 Flood Costs**

|                             | $2,797,008 | $2,599,518 | $(197,490) |

**8165 2016 FLOOD COSTS**

|                             | -         | -          | -          |

**Total expended to date including 2016 Flood Costs**

|                             | $2,797,008 | $2,599,518 | $(197,490) |

---

**Departmental**

**Finance**
## Planning

### (Unaudited)

#### Statement of Revenue

March 31, 2018

<table>
<thead>
<tr>
<th>Bylaw Revenue</th>
<th>Year to date Assigned</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5112 Vendor Licenses</td>
<td>$ 16,241</td>
<td>$ 13,000</td>
<td>$ 3,241</td>
</tr>
<tr>
<td>5113 Animal Licenses</td>
<td>8,610</td>
<td>7,000</td>
<td>1,610</td>
</tr>
<tr>
<td>5114 Taxi Licenses</td>
<td>19,798</td>
<td>18,000</td>
<td>1,798</td>
</tr>
<tr>
<td>5115 Vending Machine Licenses</td>
<td>10,507</td>
<td>10,000</td>
<td>507</td>
</tr>
<tr>
<td>5301 Parking Meter Revenue</td>
<td>387,301</td>
<td>365,915</td>
<td>21,386</td>
</tr>
<tr>
<td><strong>Total Bylaw Revenue</strong></td>
<td><strong>$ 442,457</strong></td>
<td><strong>$ 413,915</strong></td>
<td><strong>$ 28,542</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development / Planning Revenue</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5426 911 Call Answer Transfers</td>
<td>$ 32,242</td>
<td>$ -</td>
<td>$ 32,242</td>
</tr>
<tr>
<td>5496 Mapping Sales</td>
<td>460</td>
<td>2,000</td>
<td>(1,540)</td>
</tr>
<tr>
<td>5495 Other Sales</td>
<td>6,308</td>
<td>2,800</td>
<td>3,508</td>
</tr>
<tr>
<td>5101 Building Permits</td>
<td>193,612</td>
<td>170,570</td>
<td>23,042</td>
</tr>
<tr>
<td>5102 Subdivision Fees</td>
<td>35,000</td>
<td>32,000</td>
<td>3,000</td>
</tr>
<tr>
<td>5103 Development Permits</td>
<td>160</td>
<td>-</td>
<td>160</td>
</tr>
<tr>
<td><strong>Total Develop / Planning Rev</strong></td>
<td><strong>$ 267,782</strong></td>
<td><strong>$ 207,370</strong></td>
<td><strong>$ 60,412</strong></td>
</tr>
</tbody>
</table>

| **Total Bylaw / Dev / Planning Revenue** | **$ 710,238**         | **$ 621,285**   | **$ 88,953**             |

______________________________

Departmental

______________________________

Finance
Facilities  
(C200, County/  
Centennial /  
CBU / Bayplex Arenas)  

<table>
<thead>
<tr>
<th>Item</th>
<th>Year to date</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES</td>
<td>$1,571,558</td>
<td>$1,218,168</td>
<td>$(353,390)</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>245,285</td>
<td>211,944</td>
<td>$(33,341)</td>
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<tr>
<td>6020 TRAINING</td>
<td>1,779</td>
<td>6,000</td>
<td>4,221</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>10,586</td>
<td>8,000</td>
<td>$(2,586)</td>
</tr>
<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>2,049</td>
<td>1,500</td>
<td>$(549)</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>9,448</td>
<td>5,000</td>
<td>$(4,448)</td>
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<td>288</td>
<td>2,000</td>
<td>1,712</td>
</tr>
<tr>
<td>6070 PHOTOCOPY SUPPLIES</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>6080 ADVERTISING</td>
<td>50,993</td>
<td>10,000</td>
<td>$(40,993)</td>
</tr>
<tr>
<td>6100 COURIER</td>
<td>1,655</td>
<td>1,500</td>
<td>$(155)</td>
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<tr>
<td>6110 TELEPHONE/FAX</td>
<td>18,602</td>
<td>24,500</td>
<td>5,898</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>3,798</td>
<td>4,000</td>
<td>201.86</td>
</tr>
<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>2,137</td>
<td>3,000</td>
<td>863</td>
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<tr>
<td>6150 MEETING EXPENSES</td>
<td>697</td>
<td>1,000</td>
<td>303</td>
</tr>
<tr>
<td>6160 LIABILITY INSURANCE</td>
<td>13,394</td>
<td>28,000</td>
<td>14,606</td>
</tr>
<tr>
<td>7000 HEAT</td>
<td>145,724</td>
<td>41,500</td>
<td>$(104,224)</td>
</tr>
<tr>
<td>7010 ELECTRICAL</td>
<td>544,521</td>
<td>520,000</td>
<td>$(24,481)</td>
</tr>
<tr>
<td>7020 WATER</td>
<td>26,392</td>
<td>44,000</td>
<td>17,608</td>
</tr>
<tr>
<td>7030 BLDG/FACILITY MAINT</td>
<td>71,870</td>
<td>90,000</td>
<td>18,130</td>
</tr>
<tr>
<td>7040 BLDG/FACILITY REPAIR</td>
<td>83,503</td>
<td>60,000</td>
<td>$(23,503)</td>
</tr>
<tr>
<td>7050 BLDG/FACILITY INS</td>
<td>27,221</td>
<td>19,700</td>
<td>$(7,521)</td>
</tr>
<tr>
<td>7060 BLDG/FACILITY RENOV</td>
<td>34,351</td>
<td>25,000</td>
<td>$(9,351)</td>
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<tr>
<td>7080 PLANT MAINTENANCE</td>
<td>98,110</td>
<td>45,000</td>
<td>$(53,110)</td>
</tr>
<tr>
<td>7110 SECURITY</td>
<td>155,042</td>
<td>65,000</td>
<td>$(90,042)</td>
</tr>
<tr>
<td>7500 VEH/EQUIP MAINT</td>
<td>362</td>
<td>1,000</td>
<td>638</td>
</tr>
<tr>
<td>7505 GASOLINE/DIESEL</td>
<td>104</td>
<td>-</td>
<td>$(104)</td>
</tr>
<tr>
<td>7510 VEH/EQUIP REPAIRS</td>
<td>19,611</td>
<td>12,500</td>
<td>$(7,111)</td>
</tr>
<tr>
<td>7520 VEH/EQUIP INSURANCE</td>
<td>2,628</td>
<td>3,600</td>
<td>972</td>
</tr>
<tr>
<td>7530 VEH EQUIP REPLACEMENT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7540 VEH/EQUIP RENTAL</td>
<td>500</td>
<td>2,500</td>
<td>2,000</td>
</tr>
<tr>
<td>8000 OPERATIONAL EQUIPMENT</td>
<td>23,704</td>
<td>5,000</td>
<td>$(18,704)</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>158,021</td>
<td>142,500</td>
<td>$(15,521)</td>
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<tr>
<td>8030 MAINTENANCE MAT/SUPP</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8040 COMM EQUIP LINES</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8050 COST OF SALES</td>
<td>688,633</td>
<td>565,000</td>
<td>$(103,633)</td>
</tr>
<tr>
<td>8090 UNIFORMS/CLOTHING</td>
<td>11,691</td>
<td>7,500</td>
<td>$(4,191)</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>69,530</td>
<td>2,500</td>
<td>$(67,030)</td>
</tr>
<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>36,078</td>
<td>130,000</td>
<td>93,924</td>
</tr>
<tr>
<td>8130 LICENSES/PERMITS</td>
<td>536</td>
<td>-</td>
<td>$(536)</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood Costs  
$4,110,400  $3,306,912  $(803,488)  

8165 2016 FLOOD COSTS  
-  -  -  

Total expended to date including 2016 Flood Costs  
$4,110,400  $3,306,912  $(803,488)  

Departmental  
Finance  

Page 169
## Facilities (C200, County / Centennial Arenas) (Unaudited) Statement of Revenue March 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL 5001 Ice Rentals</td>
<td>$ 577,985</td>
<td>$ 758,000</td>
<td>$(180,015)</td>
</tr>
<tr>
<td>GL 5002 Public Skating</td>
<td>18,800</td>
<td>-</td>
<td>18,800</td>
</tr>
<tr>
<td>GL 5004 Arena Rental</td>
<td>15,850</td>
<td>-</td>
<td>15,850</td>
</tr>
<tr>
<td>GL 5005 Gym Rental</td>
<td>11,355</td>
<td>-</td>
<td>11,355</td>
</tr>
<tr>
<td>GL 5006 Canteen Sales</td>
<td>402,348</td>
<td>870,000</td>
<td>(467,652)</td>
</tr>
<tr>
<td>GL 5009 Major Events</td>
<td>40,293</td>
<td>75,000</td>
<td>(34,707)</td>
</tr>
<tr>
<td>GL 5010 Other Revenue</td>
<td>478,058</td>
<td>120,000</td>
<td>358,058</td>
</tr>
<tr>
<td>GL 5033 Program Equipment</td>
<td>13,981</td>
<td>-</td>
<td>13,981</td>
</tr>
<tr>
<td>GL 5034 Facility Rentals</td>
<td>208,438</td>
<td>-</td>
<td>208,438</td>
</tr>
<tr>
<td>GL 4808 Advertising Revenue</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
</tr>
</tbody>
</table>

**Total Revenue To Date**  

<table>
<thead>
<tr>
<th></th>
<th>Total Revenue To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 1,777,108</td>
</tr>
<tr>
<td></td>
<td>1,823,000</td>
</tr>
<tr>
<td></td>
<td>$(45,892)</td>
</tr>
</tbody>
</table>
## Parks/Grounds Operations

### (Unaudited) Statement of Expenditures

<table>
<thead>
<tr>
<th>Parks &amp; Grounds</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>$1,367,470</td>
<td>$1,666,580</td>
<td>$299,110</td>
</tr>
<tr>
<td>6010 BENEFITS</td>
<td>312,897</td>
<td>345,475</td>
<td>32,578</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>13,515</td>
<td>2,387</td>
<td>(11,128)</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>14,854</td>
<td>8,104</td>
<td>(6,750)</td>
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<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>-</td>
<td>200</td>
<td>200</td>
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<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>1,650</td>
<td>2,153</td>
<td>503</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
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<td>500</td>
<td>500</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>386</td>
<td>300</td>
<td>(86)</td>
</tr>
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<td>6110 TELEPHONE/FAX</td>
<td>7,118</td>
<td>5,750</td>
<td>(1,368)</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>-</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>7000 HEAT</td>
<td>5,582</td>
<td>3,866</td>
<td>(1,716)</td>
</tr>
<tr>
<td>7010 ELECTRICAL</td>
<td>84,895</td>
<td>75,000</td>
<td>(9,895)</td>
</tr>
<tr>
<td>7020 WATER</td>
<td>22,966</td>
<td>22,600</td>
<td>(366)</td>
</tr>
<tr>
<td>7030 BLDG/FACILITY MAINT</td>
<td>3,401</td>
<td>5,100</td>
<td>1,699</td>
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<tr>
<td>7040 BLDG/FACILITY REPAIR</td>
<td>7,712</td>
<td>7,750</td>
<td>38</td>
</tr>
<tr>
<td>7060 BLDG/FACILITY RENOV</td>
<td>5,239</td>
<td>7,303</td>
<td>2,064</td>
</tr>
<tr>
<td>7080 PLANT MAINTENANCE</td>
<td>757</td>
<td>1,664</td>
<td>907</td>
</tr>
<tr>
<td>7110 SECURITY</td>
<td>5,459</td>
<td>7,100</td>
<td>1,641</td>
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<tr>
<td>7510 VEH/EQUIP REPAIRS</td>
<td>447</td>
<td>1,350</td>
<td>903</td>
</tr>
<tr>
<td>7530 VEH/EQUIP REPLACEMENT</td>
<td>25,000</td>
<td>25,000</td>
<td>-</td>
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<tr>
<td>7540 VEH/EQUIP RENTAL</td>
<td>842</td>
<td>15,000</td>
<td>14,158</td>
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<tr>
<td>7560 VEH EQUIP SUPPLY</td>
<td>469</td>
<td>-</td>
<td>(469)</td>
</tr>
<tr>
<td>8000 OPERATIONAL EQUIP</td>
<td>28,521</td>
<td>25,423</td>
<td>(3,098)</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>391,766</td>
<td>345,000</td>
<td>(46,786)</td>
</tr>
<tr>
<td>8020 MAINTENANCE EQUIP</td>
<td>52,130</td>
<td>32,000</td>
<td>(20,130)</td>
</tr>
<tr>
<td>8080 STREET LIGHTS</td>
<td>1,726</td>
<td>-</td>
<td>(1,726)</td>
</tr>
<tr>
<td>8090 UNIFORMS/CLOTHING</td>
<td>12,889</td>
<td>12,283</td>
<td>(606)</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERV</td>
<td>-</td>
<td>313</td>
<td>313</td>
</tr>
<tr>
<td>8110 CONTRACTS &amp; AGRMNT</td>
<td>506,116</td>
<td>275,335</td>
<td>(230,781)</td>
</tr>
<tr>
<td>8140 EASEMENTS/ROW COST</td>
<td>280</td>
<td>-</td>
<td>(280)</td>
</tr>
</tbody>
</table>

**Total expended to date excluding 2016 Flood Costs**

| | $2,874,108 | $2,893,786 | $19,678 |

**8165 2016 FLOOD COSTS**

| | 162,621 | - | (162,621) |

**Total expended to date including 2016 Flood Costs**

| | $3,036,729 | $2,893,786 | $(142,943) |

---

**Departmental**

**Finance**
Building Operations

(Unaudited)

Statement of Expenditures

March 31, 2018

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 WAGES/SALARIES</td>
<td>1,232,776</td>
<td>1,384,787</td>
<td>152,011</td>
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<tr>
<td>6010 BENEFITS</td>
<td>282,438</td>
<td>314,994</td>
<td>32,556</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>6,526</td>
<td>2,500</td>
<td>(4,026)</td>
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<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>-</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>581</td>
<td>100</td>
<td>(481)</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>2,118</td>
<td>800</td>
<td>(1,318)</td>
</tr>
<tr>
<td>6080 OFFICE EQUIPMENT</td>
<td>3,614</td>
<td>3,700</td>
<td>86</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>8,379</td>
<td>8,150</td>
<td>(229)</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>3,405</td>
<td>4,000</td>
<td>595</td>
</tr>
<tr>
<td>6140 COMPUTER SOFTWARE</td>
<td>173</td>
<td>4,000</td>
<td>3,827</td>
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<tr>
<td>6150 MEETING EXPENSE</td>
<td>345</td>
<td>-</td>
<td>(345)</td>
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<tr>
<td>7000 HEAT</td>
<td>96,966</td>
<td>105,000</td>
<td>8,034</td>
</tr>
<tr>
<td>7010 ELECTRICAL</td>
<td>531,342</td>
<td>461,880</td>
<td>(69,462)</td>
</tr>
<tr>
<td>7020 WATER</td>
<td>24,034</td>
<td>20,000</td>
<td>(4,034)</td>
</tr>
<tr>
<td>7030 BLDG/FACILITY MAINT</td>
<td>26,319</td>
<td>11,250</td>
<td>(15,069)</td>
</tr>
<tr>
<td>7040 BLDG/FACILITY REPAIR</td>
<td>5,071</td>
<td>55,000</td>
<td>49,930</td>
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<tr>
<td>7050 BLDG/FACILITY INS</td>
<td>203,517</td>
<td>154,500</td>
<td>(49,017)</td>
</tr>
<tr>
<td>7060 BLDG/FACILITY RENOV</td>
<td>276,816</td>
<td>271,400</td>
<td>(5,416)</td>
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<tr>
<td>7070 BLDG/FACILITY RENTAL</td>
<td>3,414</td>
<td>7,800</td>
<td>4,386</td>
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<tr>
<td>7080 PLANT MAINTENANCE</td>
<td>236</td>
<td>18,500</td>
<td>18,264</td>
</tr>
<tr>
<td>7100 MAINT. TOOLS/EQUIP</td>
<td>7,764</td>
<td>3,500</td>
<td>(4,264)</td>
</tr>
<tr>
<td>7110 SECURITY</td>
<td>111,167</td>
<td>114,000</td>
<td>2,833</td>
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<tr>
<td>7505 GASOLINE &amp; DIESEL</td>
<td>-</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>7510 VEH/EQUIP REPAIRS</td>
<td>-</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>7540 VEH/EQUIP RENTAL</td>
<td>2,953</td>
<td>750</td>
<td>(2,203)</td>
</tr>
<tr>
<td>7570 VEH/EQUIP TOOLS</td>
<td>-</td>
<td>3,450</td>
<td>3,450</td>
</tr>
<tr>
<td>8000 OPERATIONAL EQUIP</td>
<td>7,805</td>
<td>8,700</td>
<td>895</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>119,031</td>
<td>75,000</td>
<td>(44,031)</td>
</tr>
<tr>
<td>8020 MAINTENANCE EQUIP</td>
<td>-</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>8030 MAINTENANCE MAT/SUPP</td>
<td>-</td>
<td>6,500</td>
<td>6,500</td>
</tr>
<tr>
<td>8080 STREET LIGHTS</td>
<td>35</td>
<td>-</td>
<td>(35)</td>
</tr>
<tr>
<td>8090 UNIFORMS/CLOTHING</td>
<td>8,889</td>
<td>4,750</td>
<td>(4,139)</td>
</tr>
<tr>
<td>8100 PROFESSIONAL SERVICE</td>
<td>38,828</td>
<td>68,800</td>
<td>29,972</td>
</tr>
<tr>
<td>8110 CONTRACTS/AGREEMENTS</td>
<td>323,969</td>
<td>160,000</td>
<td>(163,969)</td>
</tr>
<tr>
<td>8150 GRANTS/SUBS TO ORG</td>
<td>60,000</td>
<td>60,000</td>
<td>-</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood Costs

| Total $ | $3,388,903 | $3,346,211 | (42,692) |

8165 2016 FLOOD COSTS

| Total $ | 392       |       | (392)    |

Total expended to date including 2016 Flood Costs

| Total $ | $3,388,903 | $3,346,211 | (42,692) |
Recreation Cultural Services (Unaudited) Statement of Expenditures
March 31, 2018

<table>
<thead>
<tr>
<th>Recreation/Cultural Services</th>
<th>Year to date Expended</th>
<th>12 Month Budget</th>
<th>12 Month Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL 6000, 6010, &amp; 6011 Wages &amp; Benefits Including Summer Students</td>
<td>$1,239,305</td>
<td>$1,145,956</td>
<td></td>
<td>($93,349)</td>
</tr>
<tr>
<td>6020 TRAINING/EDUCATION</td>
<td>12,256</td>
<td>16,000</td>
<td></td>
<td>3,744</td>
</tr>
<tr>
<td>6030 TRAVEL/CONFERENCES</td>
<td>21,992</td>
<td>35,000</td>
<td></td>
<td>13,008</td>
</tr>
<tr>
<td>6040 PROF MEM/DUES &amp; FEES</td>
<td>3,892</td>
<td>3,500</td>
<td></td>
<td>(392)</td>
</tr>
<tr>
<td>6050 OFFICE SUPPLIES</td>
<td>5,538</td>
<td>8,000</td>
<td></td>
<td>2,462</td>
</tr>
<tr>
<td>6060 OFFICE EQUIPMENT</td>
<td>10,318</td>
<td>8,000</td>
<td></td>
<td>(2,318)</td>
</tr>
<tr>
<td>6080 ADVERTISING</td>
<td>73,854</td>
<td>75,000</td>
<td></td>
<td>1,146</td>
</tr>
<tr>
<td>6110 TELEPHONE/FAX</td>
<td>9,964</td>
<td>15,000</td>
<td></td>
<td>5,036</td>
</tr>
<tr>
<td>6120 PUBL./SUBSCRIPTIONS</td>
<td>111</td>
<td>400</td>
<td></td>
<td>289</td>
</tr>
<tr>
<td>6130 COMPUTER HARDWARE</td>
<td>2,741</td>
<td>7,000</td>
<td></td>
<td>4,259</td>
</tr>
<tr>
<td>6160 LIABILITY INSURANCE</td>
<td>9,669</td>
<td>10,000</td>
<td></td>
<td>331</td>
</tr>
<tr>
<td>6180 COST RECOVERY</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>7070 BLDG/FACILITY RENTAL</td>
<td>38,364</td>
<td>46,000</td>
<td></td>
<td>7,636</td>
</tr>
<tr>
<td>8000 OPERATIONAL MAT/SUPPLY</td>
<td>178,171</td>
<td>175,000</td>
<td></td>
<td>(3,171)</td>
</tr>
<tr>
<td>8010 OPERATIONAL MAT/SUPP</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>8025 COMMUNITY EVENTS</td>
<td>377,613</td>
<td>384,615</td>
<td></td>
<td>7,002</td>
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<tr>
<td>8150 SCHOLORSHIPS</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>8160 SPECIAL EVENTS &amp; FESTIVALS</td>
<td>335,360</td>
<td>356,562</td>
<td></td>
<td>21,202</td>
</tr>
<tr>
<td>8170 OPERATING GRANTS POLICY</td>
<td>402,017</td>
<td>380,500</td>
<td></td>
<td>(21,517)</td>
</tr>
</tbody>
</table>

Total expended to date excluding 2016 Flood Costs

|                                                          | $2,741,167 | $2,686,533 | $54,634 |

8165 2016 FLOOD COSTS

Total expended to date including 2016 Flood Costs

|                                                          | $2,741,167 | $2,686,533 | $54,634 |

Departmental

Finance
<table>
<thead>
<tr>
<th>Recreation/Cultural Services</th>
<th>Year to date Assigned</th>
<th>12 Month Budget</th>
<th>12 Month Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5031 PROGRAM REVENUE</td>
<td>$ 30,000</td>
<td>$ 24,000</td>
<td>$ 6,000</td>
</tr>
<tr>
<td>5034 FACILITY RENTALS</td>
<td>12,867</td>
<td>15,000</td>
<td>(2,133)</td>
</tr>
<tr>
<td>Total Revenue To Date</td>
<td>$ 42,867</td>
<td>$ 39,000</td>
<td>$ 3,867</td>
</tr>
</tbody>
</table>
### Revenue

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual &amp; Committed Y-T-D March 31, 2018</th>
<th>Budget Y-T-D March 31, 2018</th>
<th>Variance March 31, 2018</th>
<th>Total Annual Budget</th>
<th>Annual Budget Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit</td>
<td>$604,470</td>
<td>$664,000</td>
<td>$64,520</td>
<td>$664,000</td>
<td>$64,520</td>
<td>94.33%</td>
</tr>
<tr>
<td>Solid Waste Tip Fees</td>
<td>$1,886,577</td>
<td>$2,000,000</td>
<td>-$113,423</td>
<td>$2,000,000</td>
<td>-$113,423</td>
<td>94.33%</td>
</tr>
<tr>
<td>Solid Waste Cost Recoveries</td>
<td>$257,928</td>
<td>$300,000</td>
<td>-$42,072</td>
<td>$300,000</td>
<td>-$42,072</td>
<td>94.33%</td>
</tr>
<tr>
<td>Sewer Permit Fees</td>
<td>$149,742</td>
<td>$100,000</td>
<td>$49,742</td>
<td>$100,000</td>
<td>$49,742</td>
<td>149.74%</td>
</tr>
<tr>
<td>Buildings</td>
<td>$546,783</td>
<td>$580,079</td>
<td>-$133,296</td>
<td>$580,079</td>
<td>-$133,296</td>
<td>149.74%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>$2,041</td>
<td>$0</td>
<td>$2,041</td>
<td>$0</td>
<td>$2,041</td>
<td>0.00%</td>
</tr>
<tr>
<td>Water Utility Admin Fee</td>
<td>$4,951,510</td>
<td>$4,951,510</td>
<td>$0</td>
<td>$4,951,510</td>
<td>$0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Total PW Revenues**

$8,499,120

$8,695,589

-$196,469

$8,533,793

-$34,673

99.59%

### Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual &amp; Committed Y-T-D March 31, 2018</th>
<th>Budget Y-T-D March 31, 2018</th>
<th>Variance March 31, 2018</th>
<th>Total Annual Budget</th>
<th>Annual Budget Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$4,377,283</td>
<td>$4,848,377</td>
<td>$471,094</td>
<td>$4,848,377</td>
<td>$471,094</td>
<td>90.28%</td>
</tr>
<tr>
<td>Engineering</td>
<td>$735,125</td>
<td>$726,956</td>
<td>-$6,170</td>
<td>$726,956</td>
<td>-$6,170</td>
<td>101.12%</td>
</tr>
<tr>
<td>Central Division</td>
<td>$6,426,473</td>
<td>$6,632,216</td>
<td>$203,743</td>
<td>$6,632,216</td>
<td>$203,743</td>
<td>96.93%</td>
</tr>
<tr>
<td>East Division</td>
<td>$6,053,640</td>
<td>$6,392,426</td>
<td>$338,786</td>
<td>$6,392,426</td>
<td>$338,786</td>
<td>94.70%</td>
</tr>
<tr>
<td>North Division</td>
<td>$2,824,770</td>
<td>$3,128,159</td>
<td>$303,380</td>
<td>$3,128,159</td>
<td>$303,380</td>
<td>90.30%</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>$12,477,817</td>
<td>$11,907,594</td>
<td>-$580,223</td>
<td>$11,907,594</td>
<td>-$580,223</td>
<td>96.82%</td>
</tr>
<tr>
<td>Mechanical Fleet</td>
<td>$3,988,027</td>
<td>$4,119,176</td>
<td>$131,151</td>
<td>$4,119,176</td>
<td>$131,151</td>
<td>95.39%</td>
</tr>
<tr>
<td>Transit</td>
<td>$5,507,720</td>
<td>$3,677,162</td>
<td>$169,442</td>
<td>$3,677,162</td>
<td>$169,442</td>
<td>95.39%</td>
</tr>
<tr>
<td>Quality Control</td>
<td>$2,792,902</td>
<td>$2,845,559</td>
<td>$52,667</td>
<td>$2,845,559</td>
<td>$52,667</td>
<td>98.15%</td>
</tr>
</tbody>
</table>

**Total PW Expenditures**

$43,185,767

$44,367,637

$1,181,870

$44,367,637

$1,181,870

97.34%
### Cape Breton Regional Municipality Water Utility
### Statement of Operations to March 31, 2018

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metered Sales</td>
<td>$17,102,340.00</td>
<td>$18,388,943.00</td>
<td>$956,603.00</td>
<td>$18,333,470.00</td>
</tr>
<tr>
<td>Public Fire Protection</td>
<td>$7,183,868.00</td>
<td>$7,183,875.00</td>
<td>$7.00</td>
<td>$7,181,023.00</td>
</tr>
<tr>
<td>Interest on Overdue Accounts</td>
<td>$335,332.00</td>
<td>$333,125.00</td>
<td>$(2,207.00)</td>
<td>$341,433.00</td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>$142,556.00</td>
<td>$208,178.00</td>
<td>$65,622.00</td>
<td>$70,600.00</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>$24,823,866.00</td>
<td>$25,813,821.00</td>
<td>$980,955.00</td>
<td>$26,075,846.00</td>
</tr>
</tbody>
</table>

### Expenditures

| Operating Expenses | | | | | |
|-------------------|-----------------|-----------------|-----------------|-----------------|
| Source of Supply | $307,506.00 | $565,000.00 | $257,494.00 | $526,500.00 |
| Power and Pumping | $1,640,401.00 | $2,042,530.00 | $402,129.00 | $2,086,090.00 |
| Water Treatment | $3,818,328.00 | $3,724,190.00 | $(94,138.00) | $3,969,738.00 |
| Transmission & Distribution | $4,416,590.00 | $4,581,366.00 | $164,776.00 | $4,665,800.00 |
| Administration & General | $2,670,330.00 | $2,847,273.00 | $276,743.00 | $2,997,059.00 |
| Depreciation | $3,873,072.00 | $3,873,460.00 | $4,388.00 | $4,010,280.00 |
| Taxes | $1,973,418.00 | $2,246,750.00 | $273,332.00 | $2,302,918.00 |
| **Total Operating Expenses** | $18,600,745.00 | $19,981,069.00 | $1,380,344.00 | $20,229,111.00 |

**Operating Profit/(Loss)**

| | | | | |
|-----------------|-----------------|-----------------|-----------------|
| $6,223,161.00 | $5,833,752.00 | $(389,409.00) | $5,446,835.00 |
|----------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Debt Charge Income   |                           |                           |                             | 70,000.00                   |
| Interest Income      |                           |                           |                             |                             |
| Amortization of Deferred Capital contribution | | | | 70,000.00 |
| Total Non Operating Revenue | | | | 70,000.00 |

<table>
<thead>
<tr>
<th>Non Operating Expenses</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Total Annual Budget 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short term interest charges</td>
<td>$268,866.00</td>
<td>$128,125.00</td>
<td>$(140,741.00)</td>
<td>137,094.00</td>
</tr>
<tr>
<td>Debt Charges Principal</td>
<td>$3,640,447.00</td>
<td>$3,897,833.00</td>
<td>$257,396.00</td>
<td>3,664,600.00</td>
</tr>
<tr>
<td>Debt Charges Interest</td>
<td>$1,659,002.00</td>
<td>$1,824,874.00</td>
<td>$(35,026.00)</td>
<td>1,483,241.00</td>
</tr>
<tr>
<td>Amortization of Debt Discount</td>
<td>$33,244.00</td>
<td>$32,000.00</td>
<td>$(1,244.00)</td>
<td>32,000.00</td>
</tr>
<tr>
<td>Capital Expenditures out of operations</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>$0.00</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Earning</td>
<td></td>
<td></td>
<td></td>
<td>550,000.00</td>
</tr>
</tbody>
</table>

| Total Non Operating Expenses | $5,752,462.00 | $5,832,832.00 | $80,380.00 | 26,145,946.00 |
| Non-Operating Profit/Loss | $5,752,462.00 | $5,832,832.00 | $80,380.00 | 26,145,946.00 |

TOTAL UTILITY REVENUES (OPERATING & NON-OP) $24,823,896.00 $25,813,921.00 $990,025.00 $26,145,946.00
TOTAL UTILITY EXPENSES (OPERATING & NON-OP) $24,353,197.00 $25,813,921.00 $1,460,724.00 $26,145,946.00
CBRM WATER UTILITY PROFIT/(LOSS) $470,699.00 $ - $ (470,699.00) $ 5,916,835.00

Prepared by: Judy Sampson
Review by: Greg Penney
Date: May 17, 2018
Port of Sydney Development Corporation

Income Statement for 12 Month Period Ended March 31, 2018

<table>
<thead>
<tr>
<th>Service Description</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wharfage &amp; Berthage</td>
<td>486,542</td>
<td>473,762</td>
<td>12,780</td>
</tr>
<tr>
<td>Event Revenue</td>
<td>75,063</td>
<td>66,930</td>
<td>8,133</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>21,205</td>
<td>4,700</td>
<td>16,505</td>
</tr>
<tr>
<td>Storage &amp; Rental</td>
<td>264,693</td>
<td>241,394</td>
<td>23,309</td>
</tr>
<tr>
<td>Passenger tax</td>
<td>944,540</td>
<td>936,691</td>
<td>7,849</td>
</tr>
<tr>
<td>Security/Traffic Control</td>
<td>150,573</td>
<td>139,410</td>
<td>11,163</td>
</tr>
<tr>
<td>Craft Market Revenue</td>
<td>90,389</td>
<td>102,300</td>
<td>(11,911)</td>
</tr>
<tr>
<td>Business Development - Harbour</td>
<td>210,867</td>
<td>204,000</td>
<td>6,867</td>
</tr>
<tr>
<td>Government Funding</td>
<td>75,187</td>
<td>0</td>
<td>75,187</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,319,450</strong></td>
<td><strong>2,168,783</strong></td>
<td><strong>150,667</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages &amp; Salaries</td>
<td>695,423</td>
<td>823,821</td>
<td>(128,395)</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>69,046</td>
<td>63,000</td>
<td>6,046</td>
</tr>
<tr>
<td>Advertising &amp; Promotions</td>
<td>51,693</td>
<td>49,599</td>
<td>2,094</td>
</tr>
<tr>
<td>Cruise Activities</td>
<td>43,106</td>
<td>40,465</td>
<td>2,621</td>
</tr>
<tr>
<td>Dues &amp; Membership Fees</td>
<td>39,491</td>
<td>46,187</td>
<td>(6,696)</td>
</tr>
<tr>
<td>Event Expense</td>
<td>3,822</td>
<td>3,585</td>
<td>237</td>
</tr>
<tr>
<td>Insurance</td>
<td>51,618</td>
<td>63,228</td>
<td>(11,610)</td>
</tr>
<tr>
<td>Interest &amp; Bank Charges</td>
<td>5,450</td>
<td>4,780</td>
<td>670</td>
</tr>
<tr>
<td>Office &amp; Admin</td>
<td>36,535</td>
<td>29,085</td>
<td>7,450</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>16,396</td>
<td>35,400</td>
<td>(19,004)</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>246,072</td>
<td>275,824</td>
<td>(29,752)</td>
</tr>
<tr>
<td>Travel</td>
<td>30,302</td>
<td>56,050</td>
<td>(25,748)</td>
</tr>
<tr>
<td>Utilities</td>
<td>206,946</td>
<td>199,085</td>
<td>7,861</td>
</tr>
<tr>
<td>Business Development - Harbour</td>
<td>210,867</td>
<td>204,000</td>
<td>6,867</td>
</tr>
<tr>
<td>Transport Co - Marketing</td>
<td>18,962</td>
<td>0</td>
<td>18,962</td>
</tr>
<tr>
<td>Office Rent</td>
<td>13,220</td>
<td>0</td>
<td>13,220</td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td>98,319</td>
<td>50,000</td>
<td>48,319</td>
</tr>
<tr>
<td>Security</td>
<td>166,315</td>
<td>155,091</td>
<td>11,224</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,012,973</strong></td>
<td><strong>2,068,240</strong></td>
<td><strong>(55,268)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus Before Amortization</td>
<td>306,477</td>
<td>70,542</td>
<td>235,934</td>
</tr>
<tr>
<td>Less Amortization</td>
<td>(357,412)</td>
<td>(357,412)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Deficit</strong></td>
<td><strong>(50,935)</strong></td>
<td><strong>(286,070)</strong></td>
<td><strong>235,934</strong></td>
</tr>
</tbody>
</table>